



# WAUPUN

CITY OF SCULPTURE

**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, June 11, 2024 at 5:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Join Virtually:** <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGIv3A5eDIOUT09>

**Join Teleconference:** 1 312 626 6799

**Meeting ID: 819 7699 4115**

**Passcode: 697657**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for the purpose of:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

1. Contract for Building and Zoning Administration Services

**OPEN SESSION**

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

*If warranted, a recess will be held until 6:00pm to reconvene the remainder of the Agenda*

**PUBLIC HEARING**

- [2.](#) 2024-2025 City of Waupun Liquor and Fermented Malt Beverage Licenses

**PERSONS WISHING TO ADDRESS COUNCIL**--State name, address, and subject of comments. (2 Minutes)

***No Public Participation after this point.***

**RESOLUTIONS AND ORDINANCES:**

- [3.](#) Ordinance to amend Ch.18.04 Penalty Provisions (2nd Reading)
- [4.](#) Ordinance to repeal and recreate Ch.8.08 Truancy (2nd Reading)
- [5.](#) Resolution to Adopt the Revised 2024 Fee Schedule

**CONSIDERATION - ACTION**

- [6.](#) Sponsorship Agreement with the National Exchange Bank Foundation and the Barbara & Peter Stone Family Foundation

- [7.](#) Updated Guidelines for Youth Sports and Recreation Grant
- [8.](#) Mayoral Appointments to Special Committee on Public Safety

#### **DISCUSSION-INFORMATIONAL**

- [9.](#) Policy for Participation in Youth-Related Parades or Escorts

#### **MAYORAL CORRESPONDENCE/PRESENTATIONS**

10. Park and Recreation Month - July 2024

#### **CONSENT AGENDA (Roll Call Motion)**

- [11.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses**

#### **BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

- [12.](#) Zoning Board of Appeals 8-7-23
- [13.](#) Board of Public Works & Facilities 3-19-24
- [14.](#) Plan Commission - 3-20-24
- [15.](#) Board of Park and Recreation 4-23-24
- [16.](#) Utility Commission 5-13-24
- [17.](#) Common Council 5-14-24
- [18.](#) Library Board 5-15-24
- [19.](#) Board of Review 5-16-24
- [20.](#) Committee of the Whole 5-28-24

#### **DEPARTMENT REPORTS**

- [21.](#) Police Department
22. Fire Department
- [23.](#) Library
- [24.](#) Recreation
- [25.](#) Public Works
- [26.](#) Utilities
- [27.](#) EnterTextHere
28. City Clerk-Treasurer-HR
- [29.](#) Administrator-Economic Development

#### **ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/11/24  
**AGENDA SECTION:** PUBLIC HEARING  
**PRESENTER:** Angela Hull, Clerk

**TITLE:** 2024-2025 City of Waupun Liquor and Fermented Malt Beverage Licenses

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

### ISSUE SUMMARY

A Public Hearing is required annually as Liquor and Fermented Malt Beverage Licenses expire on June 30th and are brought before the Council for approval consideration.

According to Ch. 11.01(4):

(e) Inspection of Application and Premises. (Am. #05-11)

The City Clerk shall notify the Health Officer and Chief of Police of all license and permit applications, and these officials shall inspect or cause to be inspected each application and premises to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, and the applicant's fitness for the trust to be imposed. These officials shall furnish to the Council in writing the information derived from such investigation. No license or permit provided for in this section shall be issued without the approval of the Council, and no license shall be renewed without a reinspection of the premises and report as herein required.

(f) Health and Sanitation.

No license shall be issued for any premises which do not conform to the sanitary, safety and health requirements of the State Department of Industry, Labor and Human Relations and the State Department of Health and social Services and to all such ordinances and regulations adopted by the City.

(g) Tax Delinquencies.

No license shall be granted for operation on any premises upon which taxes or assessments or other financial claims of the City are delinquent or unpaid.

### STAFF RECCOMENDATION:

Approve licenses with contingency of approved inspections and any unpaid delinquencies be paid by a designated time limit

### ATTACHMENTS:

City of Waupun Liquor and Fermented Malt Beverage License Listing

### RECOMMENDED MOTION:

Motion to approve the 2024-2025 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2024, contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days.

## **NOTICE OF 2024-2025 LIQUOR LICENSE APPLICATION**

State of Wisconsin Counties of Dodge and Fond Du Lac, City of Waupun, NOTICE IS HEREBY GIVEN that pursuant to Section 11.01 of the Municipal Code of the City of Waupun, the following applications have been filed and will be acted upon at the public hearing on Tuesday, June 11, 2024 at 6:00pm at the City Hall Common Council Chambers located at 201 E Main Street, Waupun:

### **CLASS A FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES:**

Mike's Wild Boar Liquor Store LLC DBA Mike's Wild Boar Liquor Store, Michael J. Maly (Agent), at 814 W. Main St., Fond du Lac County

East Main Foods Inc. DBA Piggly Wiggly-Cattails, Martin A. Koehler (Agent), at 96 and 100 Gateway Dr., Fond du Lac County

### **CLASS A FERMENTED MALT BEVERAGE & CIDER ONLY**

DolgenCorp LLC, DBA Dollar General Store #6554, Kelli Van Bendegom (Agent), at 902 W. Main St., Fond du Lac County

CND Specialties Inc. DBA Heritage Ridge Travel Plaza, Calvin C. Hermann (Agent), at 1705 Shaler Drive, Dodge County

Wildo Corporation DBA Holliday Food & Sport, David R. Block (Agent), at 715 W. Main Street, Dodge County

Kwik Trip Inc. DBA Kwik Trip #651, Angela R. Heeringa (Agent), at 800 W. Main Street, Fond du Lac County

Kwik Trip Inc. DBA Stop-N-Go 1207, Alexis C. Terlisner (Agent), at 1001 E. Main Street, Dodge County

Condon Oil Co. DBA Waupun Ultimart, Kraig Bauman (Agent), at 612 E. Main Street, Fond du Lac County

Walgreen Co. DBA Walgreens #11649, Michelle Bertram (Agent), at 999 E. Main St., Dodge County

SG Mayville LLC DBA Waupun Mart, Raghu Bista (Agent) at 815 W. Main Street, Dodge County

### **CLASS B FERMENTED MALT BEVERAGE LICENSES:**

John C. Burke Council 4897 Knights of Columbus DBA Knights of Columbus Council 4897-Waupun, Patrick J. Kluz (Agent) at 26 N. Division Street, Fond du Lac County

Snow Links LLC DBA Snow Links, Todd A. Snow (Agent), at 17 Fond Du Lac Street, Fond du Lac County

Waupun Baseball Club DBA American Legion Baseball, Sandy L. DeBoer (Agent), at 559 Home Avenue, Fond du Lac County



Waupun Baseball Club DBA American Legion Baseball, Sandy L. DeBoer (Agent), at 810 E. Lincoln St., Dodge County

Imagine That Art Studio LLC DBA Imagine That! Art Studio, Jenimae J. Maly (Agent) at 409 E Main Street, Dodge County

**CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES:**

Marshview Hospitality LLC DBA AmericInn by Wyndham, Kristen Brandenburg (Agent), at 204 Shaler Drive, Dodge County

Riverview Hospitality LLC DBA Bridges at the Rock, Andrew M. Anderson (Agent), at 700 County Park Road, Fond du Lac County

Brittain House Supper Club LLC DBA Brittain House, Scott E. Brittain (Agent), at 735 S. Watertown Street, Dodge County

Alcatraz Pub LLC DBA The Legion Bar, Brian N. Kibler (Agent), at 130 N. State St., Fond du Lac County

Los Ramos Mexican Restaurant LLC DBA as Los Ramos Mexican Restaurant, Jose Ramos Gomez (Agent), at 405 E. Main St., Dodge County

Alcatraz Pub LLC DBA Kibb's Pub, Brian N. Kibler (Agent), at 320 E. Main St., Fond du Lac County

Stephen Daute (Individual) DBA The Other Bar, at 105 E. Main St., Dodge County

Tana L. Sloan-Barsch, (Individual) DBA Our Bar, at 433 E. Main St., Dodge County

Kari Pattee (Individual) DBA Thirsty Marlins, Kari A. Pattee (Agent), at 428 E. Main St., Fond du Lac County

Tony's Pizza LLC DBA Tony's Pizza, Antonino Evola (Agent), at 420 Fond du Lac St., Fond du Lac County

CND Specialties Inc. DBA Wild Goose Cafe, Calvin C. Hermann (Agent), at 1707 Shaler Drive, Dodge County

Wind and Unwined LLC DBA Wind and Unwined, Jeff Collien (Agent), at 310 E Main Street, Fond Du Lac County

Jud-Sons LLC DBA Jud-Son's, Jamie Marwitz (Agent), at 416 E. Main St., Fond du Lac County

Hoya Hop House Brewing LLC DBA Hoya Hope House Brewing, Michelle L. Brown (Agent), at 514 E Main Street, Waupun, Fond Du Lac County

COMMON COUNCIL

CITY OF WAUPUN, WISCONSIN

ORDINANCE # \_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER EIGHTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED PENALTY PROVISIONS**

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

**SECTION 1:** Section 18.04 of the Municipal Code of the City of Waupun entitled Penalty Provisions is amended as follows:

**18.04 PENALTY PROVISIONS.**

- (1) **GENERAL PENALTY.** Except as otherwise provided in this code, any person who shall violate any of the provisions of this code shall, on conviction of such violation, forfeit the sum of \$100.00, together with the costs of prosecution. Except as otherwise provided, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty which shall be as follows:
- (a) First offense. Any person who shall violate any provision of this Code shall, upon conviction thereof, forfeit a fee as established annually by the Common Council on the Fee Schedule, together with the costs of prosecution.
  - (b) Second offense. Any person found guilty of violating any ordinance or part of an ordinance of this Code who has previously been convicted of a violation of the same ordinance within one year shall, upon conviction thereof, forfeit a fee as established annually by the Common Council on the Fee Schedule for each such offense, together with the costs of prosecution.
  - (c) Subsequent offenses. Any person found guilty of violating any ordinance or part of an ordinance in this Code who has previously been convicted of a first and second offense of the same ordinance within one year shall, upon conviction thereof, forfeit a fee as established annually by the Common Council on the Fee Schedule for each such offense, together with the costs of prosecution.
  - (d) Any person found guilty of violating an ordinance or part of any ordinance in this Code who remains default of payment of such forfeiture and costs of prosecution may be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days, provided however, that no person shall be imprisoned under this subsection unless the Common Council has, by resolution duly enacted, authorized the City Attorney to seek such an order from the Court with respect to the person.
- (2) **CONTINUED VIOLATION.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this code shall preclude the City from maintaining any appropriate action to prevent or remove a violation of any provision of this code.
- (3) **RESTITUTION.** In addition to ordering any payment authorized by law, the Court may order a defendant to make full or partial restitution to any victim, or to the City, if the Court finds the following:
- (a) The defendant is guilty of violating an ordinance that prohibits conduct that is the same or similar to conduct prohibited by state statute punishable by fine or imprisonment, or both.
  - (b) The violation resulted in damage to the property or physical injury to a person other than the defendant, or resulted in damage to City property or resulted in repair or replacement expense to the City.

An order for restitution may include, without limitation, return of property wrongfully retained, cash payment equal to the value of the property on the date of its damage, loss or destruction, or reimbursement for expenses reasonably incurred by the victim or City as a result of the defendant's conduct. Restitution ordered under this section shall be enforceable in a civil action by the victim named in the order to receive restitution. A court may not order a defendant to pay restitution that is greater than the authorized limit for small claims monetary judgments under Wis. Stat. § 799.01(d).

(4) EXECUTION AGAINST DEFENDANT'S PROPERTY. Whenever any person fails to pay any forfeiture and costs of prosecution on the order of any Court for violation of any ordinance of the City, the Court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for such forfeiture and costs.

(5) STATE LAW REFERENCE. Penalty for violation of ordinances, Wis. Stats. §66.0109; outstanding unpaid forfeitures, Wis. Stats. §66.0115; fines and costs in municipal court, Wis. Stats. §814.65.

**SECTION 2:** This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Rohn W. Bishop  
Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk/Treasurer

2nd PRESENTATION

COMMON COUNCIL

CITY OF WAUPUN, WISCONSIN

ORDINANCE # \_\_\_\_

**AN ORDINANCE TO REPEAL AND RECREATE CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED TRUANCY**

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

**SECTION 1:** Section 8.08 of the Municipal Code of the City of Waupun entitled Truancy is repealed and recreated as follows:

**8.08 TRUANCY.**

~~(1) No child enrolled in a school located within the City of Waupun shall be habitually truant.~~

~~(2)~~ **(1)** In this section the following definitions shall apply:

~~(a) A child is "habitually truant" if the child is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.~~

~~(b) An "acceptable excuse" for a child's absence from school is any reason which complies with the written attendance policy established by the Waupun School District.~~

**(a) Acceptable Excuse** – as it relates to a child's absence from school, is any reason which complies with the written attendance policy established by the Waupun School District in accordance with Wis. Stats. §118.16 (4).

**(b) Dropout** – as defined in Wis. Stats. §118.153 (1) (b).

**(c) Habitual Truant** – as defined in Wis. Stats. §118.16 (1) (a).

**(d) Operating Privilege** – as defined in Wis. Stats. §340.01 (40).

**(e) Truancy or Truant** – means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Wis. Stats. §118.15. A pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester, and also, intermittent attendance carried of for the purpose of defeating the intent of Wis. Stats. §118.15.

~~(3)~~ **(2)** On finding that a child has violated this section, a Court may enter dispositional orders, including one or more of the following:

~~(a) Order suspension of the child's operating privilege, as defined in §340.01(40), Wis. Stats., for not less than 30 days nor more than 90 days. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension.~~

~~(b) Order the child to participate in counseling, community service or a supervised work program as provided under §48.34(9), Wis. Stats.~~

~~(c) Order the child to remain at home, except during hours in which the child is attending religious worship or a school program, including travel time required to get to and from the~~

school program or place of worship. The order may permit a child to leave his home if the child is accompanied by a parent or guardian.

~~(d) Order the child to attend an education program under §48.34(12), Wis. Stats.~~

(a) An order for the person to attend school.

(b) A forfeiture of a fee as established annually by the Common Council on the Fee Schedule for: a first violation; for any 2<sup>nd</sup> or subsequent violation committed within 12 months of a previous violation, subject to Wis. Stats. §938.37; and, subject to a maximum cumulative forfeiture amount of a fee as established annually on the Fee Schedule for all violations committed during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

(c) An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Wis. Stats. §938.342 (1d) (c).

(d) Suspension of the person's operating privilege for not less than 30 days nor more than one year. The court may take possession of any suspended license. If the court takes possession of a license, it shall destroy the license. The court shall forward to the department of transportation a notice stating the reason for and duration of the suspension.

(e) An order for the person to participate in counseling or a supervised work program or other community service work as described in Wis. Stats. §938.34 (5g), the costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents or guardian of the person, or both. Any county department of human services or social services, community agency, public agency or nonprofit charitable organization administering a supervised work program or other community service work to which a person is assigned pursuant to an order under this paragraph acting in good faith has immunity from any civil liability in excess of an amount established annually by the Common Council for any act or omission by or impacting on that person.

(f) An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave their home if the person is accompanied by a parent or guardian.

(g) An order for the person to attend an educational program as described in Wis. Stats. §938.34 (7d).

(h) An order for the department of workforce development to revoke, under Wis. Stats. §103.72, a permit under Wis. Stats. §103.70 authorizing the employment of the person.

(i) An order for the person to be placed in a teen court program as described in Wis. Stats. §938.342 (1g) (f).

(j) A forfeiture of an amount set annually by the Common Council on the Fee Schedule, subject to Wis. Stats. §938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

(k) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.

(l) An order placing the person under formal or informal supervision, as described in Wis. Stats. §938.34 (2), for up to one year.

- (m) An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense or to attend school with the person, or both.
- (n) An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Wis. Stats. §938.342 (1g) (k).
- (o) An order to suspend the operating privilege of a person who is at least 16 years of age but less than 18 years of age and is a dropout. The court may suspend the person's operating privilege until the person reaches the age of 18. The court may take possession of any suspended license. If the court takes possession of a license, it shall destroy the license. The court shall forward to the department of transportation a notice stating the reason for and the duration of the suspension.
- (p) A court may order a school district to provide to the court a list of all persons who are known in the school district to be dropouts and who reside within the county in which the circuit court is located or the municipality in which the municipal court is located. Upon request, the department of transportation shall assist the court to determine which dropouts have operating privileges.
- (4) (3) No person 17 years of age or older shall, by any act or omission, knowingly encourage or contribute to the habitual truancy of a child. This section does not apply to a person who has under ~~his or her~~ **their** control a child who has been sanctioned under Wis. Stats. §49.26(1)(h). An act or omission contributes to the truancy of a child, whether or not the child is adjudged to be in need of protection or services, if the natural and probable consequences of the act or omission would be to cause the child to be truant. A parent, legal custodian or guardian contributes to the truancy of a child if the parent, legal custodian or guardian fails to make a reasonable effort to assure that the child arrives at school in a timely manner.
- (5) (4) This section be liberally interpreted to give effect to the compulsory school attendance provisions contained in Wis. Stats. §118.15.

**SECTION 2:** This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Rohn W. Bishop  
Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk/Treasurer

COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO ADOPT THE REVISED 2024 FEE SCHEDULE**

**WHEREAS**, the Common Council of the City of Waupun by resolution adopted by a majority vote of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

**WHEREAS**, the Common Council for the City of Waupun has determined that it is prudent that fees be reviewed annually for cost effectiveness; and,

WHEREAS, the City of Waupun desires to not reference to specific dollar amounts within the City of Waupun Municipal Code of Ordinances and instead, will provide an annual resolution setting fees for passage; and,

**NOW, THEREFORE, BE IT RESOLVED** by its passage, the Common Council for the City of Waupun does hereby approve and incorporate herein, the following revised 2024 Fee Schedule.



**City of Waupun Fee Schedule  
2024**

Revision Date:  
6/11/24

Some items require the collection of sales tax. This will be calculated during the transaction.

DESCRIPTION	ADDITIONAL INFORMATION	2024 RATE	MUNICIPAL CODE CHAPTER
<b>GENERAL GOVERNMENT</b>			
Annexations		\$150.00	1.24(3)
Materials and Supplies	shall not exceed	\$500.00	3.03(5)(a)(4)
Repair of Equipment	shall not exceed	\$500.00	3.03(5)(a)(5)
Room Tax		7.50%	3.11(1)
<b>LICENSES/PERMITS</b>			
Dogs/Cats - Neutered or Spayed	Annually April 1 - March 31	\$2.00	11.09(1)
Dogs/Cats - Non - Neutered or Spayed	Annually April 1 - March 32	\$5.00	11.09(1)
Late Fee for Dog/Cat Licenses		\$5.00	11.09(3)
<b>LIQUOR LICENSES</b>			
<b>State Fee Law</b>			
Class "A" Beer	no max / no min	\$75.00	11.01(3)(a)
"Class A" Liquor	\$500 max / \$50 min	\$150.00	11.01(3)(f)
Class "B" Beer	\$100 max/ no min	\$100.00	11.01(3)(b)(1)
"Class B" Liquor	\$500 max / \$50 min	\$250.00	11.01(3)(g)
"Class C" Wine	\$100 max / no min	\$100.00	11.01(3)(k)
Picnic License		\$10.00	11.01(3)(b)(2)
Wholesalers Fermented Malt Beverage		\$25.00	11.01(3)(c)

19	Special Wholesaler's License		\$25.00	11.01(3)(d)
20	Club License		\$25.00	11.01(3)(h)
21	Operators License		\$20.00	11.01(3)(e)(1)
22	Operators Provisional		\$10.00	11.01(3)(e)(2)(c)
23	<b>SODA</b>			
24	Soda Water		\$5.00	11.01(3)(j)
25	<b>CIGARETTE</b>			
26	Cigarette		\$50.00	11.13
27	<b>MILK</b>			
28	Milk - Sale and Distribution		\$25.00	10.03(3)(c)
29	Milk Vendor's License		\$10.00	10.03(5)(c)
30	<b>PARKING</b>			
31	Parking Permit	month	\$15.00	6.05(6)(f)
32	Parking Permit	annual	\$150.00	6.05(6)(f)
33	Time-Restricted Parking Violation		\$10.00	6.15(83)(a)
34	Other Parking Violations		\$20.00	6.15(3)(b)
35	School Zone Violations		\$30.00	6.15(3)(c)
36	Second Violations	same offense within same year	\$5.00	6.15(3)(d)
37	Third and Subsequent Violations	same offense within same year	\$5.00	6.15(3)(d)
38	Additional Forfeitures for Parking Violations	not paid within 48 hours	\$5.00	6.15(3)(e)
39	Additional Forfeitures for Parking Violations	not paid within 10 days	\$10.00	6.15(3)(e)
40	<b>PUBLIC WORKS</b>			
41	Sidewalks Noncompliance	per parcel plus replacement cost	\$25.00	7.03(7)
42	Street and Sidewalk Excavation Permit Application		\$15.00	7.05(1)(b)
43	Excavation or Street/Public Way Opening Bond		\$10,000.00	7.05(2)(a)
44	Excavation Work Insurance	Public Liability	\$100,000 per occasion	7.05(3)
45	Excavation Work Insurance	Public Liability	\$300,000 one accident	7.05(3)
46	Excavation Work Insurance	Public Liability	\$50,000 property damage	7.05(3)
47	Waste Container	annual	\$141.48	
48	Recycling Container	annual	\$51.00	
49	Weed Cutting Charges	per occasion	\$100 + actual cost	10.11(5)(b)
50	Snow Removal Charges	per occasion	\$100 + actual cost	7.07(3)(c)
51	Sump Pump Discharge	fine	\$100.00	7.12(7)
52	Moving Buildings		\$1,000	13.06
53	<b>PROTECTIVE SERVICES</b>			
54	<b>BIKE</b>			
55	Bike License	per bike owner	\$3.00	6.10(2)



56	Lost Bike License		0.25	6.10(15)
57	<b>PEDDLER</b>			
58	Peddler/Solicitors/Transient Merchant Initial Investigation		\$50.00	11.02(5)(a)
59	Peddler/Solicitors/Transient Merchant	if received 1st license within 12 month	\$30.00	11.02(5)(b)
60	Peddler/Solicitors/Transient Merchant longer than 2 days	per day over 2 days	\$20.00	11.02(7)(a)
61	Peddler/Direct Seller Solicitors/Transient Merchant Bond	per day/max \$1,000	\$100.00	11.02(7)(b)
62	Peddler/Solicitors/Transient Merchant Annual	12 months	\$200.00	11.02(8)(a)
63	Peddler/Solicitors/Transient Merchant 6 month	6 months	\$100.00	11.02(8)(a)
64	Surety Bond		\$1,000.00	11.02(8)(b)
65	<b>AUCTION</b>			11.03
66	Auction Sales	annual	\$10	11.03(4)
67	Auction Sales Bond		\$500.00	11.03(4)
68	Auction Fees on Sales	of sales	20%	11.03(5)
69	<b>PUBLIC AMUSEMENTS</b>			11.04
70	Circus, street carnival, menagerie or sideshow	day	\$25.00	11.04(5)
71	Dance hall, skating rink, play or theatrical performance, motion picture show	annual or fractional part	\$75.00	11.04(5)
72	Play or Theatrical performance	day	\$10.00	11.04(5)
73	Billard or Pool Room	per table annual or fractional part	\$15.00	11.04(5)
74	Bowling Alley - one alley	annual or fractional part	\$15.00	11.04(5)
75	Bowling Alley - each additional alley	annual or fractional part	\$5.00	11.04(5)
76	All other amusements, amusement devices, juke bokes and music boxes	per unit annual or fractional part	\$15.00	11.04(5)
77	<b>PARADE</b>			
78	Parade Permit		\$10.00	11.10(3)(c)
79	<b>TAXI</b>			11.06
80	Taxi Cab License - 1st vehicle	annual or fractional part	\$20.00	11.06(4)
81	Taxi Cab License - each additional vehicle	annual or fractional part	\$20.00	11.06(4)
82	<b>JUNK DEALER</b>			
83	Junk Dealer Application		\$15.00	11.08(2)
84	Junk Dealer License	annual	\$50.00	11.08(5)
85	Junk Dealer License	daily	\$10.00	11.08(5)
86	<b>PARK &amp; RECREATION</b>		resident/non-resident	
87	Dodge Park Shelter		\$65/\$90	
88	Harris Mill Park Shelter		\$65/\$90	

89	McCune Park Concession Stand	requires \$50 security deposit	\$100/\$115	
90	McCune Park Shelter		\$65/\$90	
91	West End Park Shelter		\$65/\$90	
92	Wilcox Park Shelter		\$65/\$90	
93	<b>ZONING</b>			
94	Zoning Code Amendment		\$150.00	16.01(11)(b)(ix)
95	Special Assessment Letters		\$10.00	
96	Annual Mobile Home Court	50 spaces	\$100.00	16.03(6)(e)(ii)(b)
97	Mobile Home Court License Transfer		\$10.00	16.03(6)(e)(ii)(b)
98	Mobile Home Surety Bond		\$2,000.00	16.03(6)(e)(ii)(b)
99	Planned Community Development	Department Review	\$250 + \$15 per lot	16.07(6)(g)(i)
100	Planned Community Development	Engineering	Actual Cost	16.07(6)(g)(ii)
101	Planned Community Development	Administration	1% City Loan	16.07(6)(g)(iii)
102	Conditional Use		\$150.00	16.12(2)-16.13(5)
103	Home Occupation License Application		\$25.00	16.13(4)
104	Home Occupation License Annual License		\$25.00	16.13(6)
105	Board of Appeals	Violation Filing Fee	\$50.00	16.16(1)(a)
106	Variance		\$150.00	16.16(1)(b)
107	Site Plan Review - Consult/Engineering		Actual Cost	16.17(7)(a)
108	Site Plan Review - Department Review		\$100.00	16.17(7)(b)
109	Dedication and Reservation of Lands	Single Lot	5% of total plan area or \$200.01	17.01(9)(d)
110	Dedication and Reservation of Lands	Multi-Family	\$200.00 per unit	17.01(9)(d)
111	Public Sites and Open Spaces	Per Residential Lot	\$100.00 per lot	17.07(8)
112	Public Sites and Open Spaces	Multiple Residential Units	\$100.00 unit	17.07(8)
113	Preliminary Plat Review	Department Review	\$250.00 + \$15.00 per lot	17.10(1)
114	Preliminary Plat Review	Engineering	Actual Cost	17.10(1)
115	Preliminary Plat Review	Administration	1% City Loan	17.10(1)
116	Final Plat Review	Department Review	\$150.00 + \$5.00 per lot	17.10(2)
117	Final Plat Review	Engineering	Actual Cost	17.10(2)
118	Final Plat Review	Administration	1% City Loan	17.10(2)
119	Letter of Intent Review		\$100.00	17.10(3)
120	Certified Survey Map		\$100.00 + \$15.00 per lot	17.10(4)
121	Condominium Plat		\$250.00 + \$15.00 per lot	17.10(5)
122	Replat Review	Department Review	\$250.00 + \$15.00 per lot	17.10(6)
123	Replat Review	Engineering	Actual Cost	17.10(6)

124	Replat Review	Administration	1% City Loan	17.10(6)
			1% of total cost of any required public improvements to defray the costs of review	
125	Improvement Review			17.10(7)
126	Inspection		Actual Cost	17.10(8)
127	<b>PENALTIES</b>			
128	Penalty for Chapter 6 violation	First Offense	\$3.00	6.10(4)(a)(3)(a-c)
129	Penalty for Chapter 6 violation	Second Offense	\$5.00	6.10(4)(a)(3)(a-c)
130	Penalty for Chapter 6 violation	Third Offense	\$10.00	6.10(4)(a)(3)(a-c)
131	Penalty for Chapter 6 violation	Third Offense	\$10.00	6.10(4)(a)(3)(a-c)
132	Penalty for Chapter 8 violation - Chickens	First Violation	\$250.00	8.025(9)(c)
133	Penalty for Chapter 8 violation - Chickens	Subsequent Violation	\$500.00	8.025(9)(c)
134	Penalty for Chapter 8 violation	First Offense	\$200.00-\$300.00	8.05(3)(a)
135	Penalty for Chapter 8 violation	Second Offense	\$300.00-\$500.00	8.05(3)(a)
136	Penalty for Chapter 8 violation - Truancy	First Violation	not more than \$50 + costs	8.09(2)(b)
137	Penalty for Chapter 8 violation - Truancy	Second or subsequent violation	not more than \$100 + costs	8.09(2)(b)
138	Penalty for Chapter 8 violation - Truancy	Maximum cumulative	not more than \$500 + costs	8.09(2)(b)
139	Penalty for Chapter 8 violation - Truancy	Civil Liability	in excess of \$25,000	8.09(2)(e)
140	Penalty for Chapter 8 violation - Truancy	Forfeiture	not more than \$500 + costs	8.09(2)(j)
141	Penalty for Chapter 8 violation - Controlled Substances	First Offense	not less than \$200 + costs of prosecution	8.09(5)(a)
142	Penalty for Chapter 8 violation - Controlled Substances	Second Offense	not less than \$300 + costs of prosecution	8.09(5)(b)
143	Penalty for Chapter 10 violation - Recycling	First Violation	\$50.00	10.15(11)(a)
144	Penalty for Chapter 10 violation - Recycling	Second Violation	\$200.00	10.15(11)(a)
145	Penalty for Chapter 10 violation - Recycling	Third and Subsequent Violations	not more than \$2,000.00	10.15(11)(a)
146	Penalty for Chapter 10 violation - Solid Waste	First Violation	\$50.00	10.17(4)(c)
147	Penalty for Chapter 10 violation - Solid Waste	Second Violation	\$200.00	10.17(4)(c)
148	Penalty for Chapter 10 violation - Solid Waste	Third and Subsequent Violations	not more than \$2,000.00	10.17(4)(c)
149	Penalty for Chapter 11 violation		\$25.00-\$100.00	11.02(7)(13)
150	Penalty for Chapter 17 violation		\$200.00-\$1,000.00	17.01(13)(b)
151	Penalty for Chapter 18 violation		\$100 + cost of prosecution	18.04(1)

152	Penalty for Chapter 18 violation	Cash Deposits- Adults	\$100.00	18.08(3)(a)(2)
153	Penalty for Chapter 18 violation	Cash Deposits - minor	\$50.00	18.08(3)(a)(3)
154	Penalty for Chapter 18 violation	General Provisions	\$5.00 - \$1,000.00	18.14(1)(a)
155	Penalty for Chapter 18 violation	General Provisions	\$10.00 - \$2,000.00	18.14(1)(b)
156	Penalty for Chapter 18 violation	General Provisions	\$15.00 - \$4,000.00	18.14(1)(c)

This Resolution was adopted and approved by the Common Council of the City of Waupun on the \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Rohn W. Bishop, Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/11/24

**TITLE:** Sponsorship Agreement with the National Exchange Bank Foundation and the Barbara & Peter Stone Family Foundation

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$750,000 Sponsorship Revenue	

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### ISSUE SUMMARY

In 2023, we began a fundraising campaign to offset construction costs for the new senior/community. Today marks a significant milestone for that project with the acceptance of a \$750,000 sponsorship donation from the National Exchange Bank Foundation and the Barabara & Peter Stone Family Foundation. The foundations are sponsoring the building and gymnasium. The financial contribution will be used at the discretion of the City to assist in purchasing and maintaining furnishings, technology, equipment, and other expenses associated with the facility operation.

### STAFF RECOMMENDATION:

Approve Sponsorship Agreement as presented.

### ATTACHMENTS:

Sponsorship Agreement  
Updated Building Sponsorship Opportunities

### **RECOMMENDED MOTION:**

Motion to approve the sponsorship agreement with the National Exchange Bank Foundation and the Barbara & Peter Stone Family Foundation for \$750,000.

# Waupun Community Center

*Naming Sponsorship Opportunities for Businesses Serving the Community*

In 2018, in collaboration with numerous community partners, a vision was created for a new intergenerational facility to enhance quality of life in Waupun. In 2022, the City of Waupun was awarded a \$4.9M Neighborhood Investment Fund Grant to construct a 22,000 square foot facility that will be home to the Waupun Senior Center, Waupun Food Pantry, and REACH Waupun. The facility will be located at 520 McKinley St, the former Central Wisconsin Christian Elementary School site. The facility will have common spaces for community meeting and gathering, a regulation-sized gym and a fitness center. We envision that the facility will serve the needs of area residents for generations to come.



*Artist rendering of the facility. This project is being supported in part by American Rescue Plan Act funds awarded to the City of Waupun via the Wisconsin Department of Administration by the U.S. Department of the Treasury.*

## **Naming Sponsorship Opportunities:**

Naming of key areas within the Waupun Community Center is an effective way for your business to reach customers and receive repeat exposure to large audiences. The benefits of a naming sponsorship include:

- Increase your brand name visibility and awareness.
- Leverage recreation, health, fitness and wellness as a platform to associate with your brand.
- Opportunity to showcase community partnerships.
- Promotional tie-in opportunities.
- Increase goodwill and enhance quality of life for Waupun area residents.
- Evidence of your brand's commitment to the community as a local and regional leader.

There are several naming opportunities within the new facility. Sponsors of the various community rooms will be provided with a plaque that displays their logo and room name. Sponsorship terms are negotiable and start with a 10-year naming right.

## **Senior/Community Center Naming Sponsorship: (SOLD)**

This premiere naming sponsorship provides a business with an opportunity to display their name on the 22,000 square foot facility to demonstrate their long-term commitment to the residents of Waupun. This sponsorship is valued at \$500,000.

## **Gymnasium Naming Sponsorship: (SOLD)**

This naming sponsorship provides full naming rights to the regulation gym located within the facility. The gym will be a community facility that will host pickle ball, basketball, volleyball and a variety of community fitness classes. The value of this sponsorship is \$250,000.

## **Fitness Center Sponsorship: (SOLD)**

The fitness center creates a unique naming opportunity within the facility. The naming sponsorship will fund equipment and room design, including flooring and media. The value of this sponsorship is \$125,000.

## **Multi-Purpose / Community Gathering Space Sponsorship: (SOLD)**

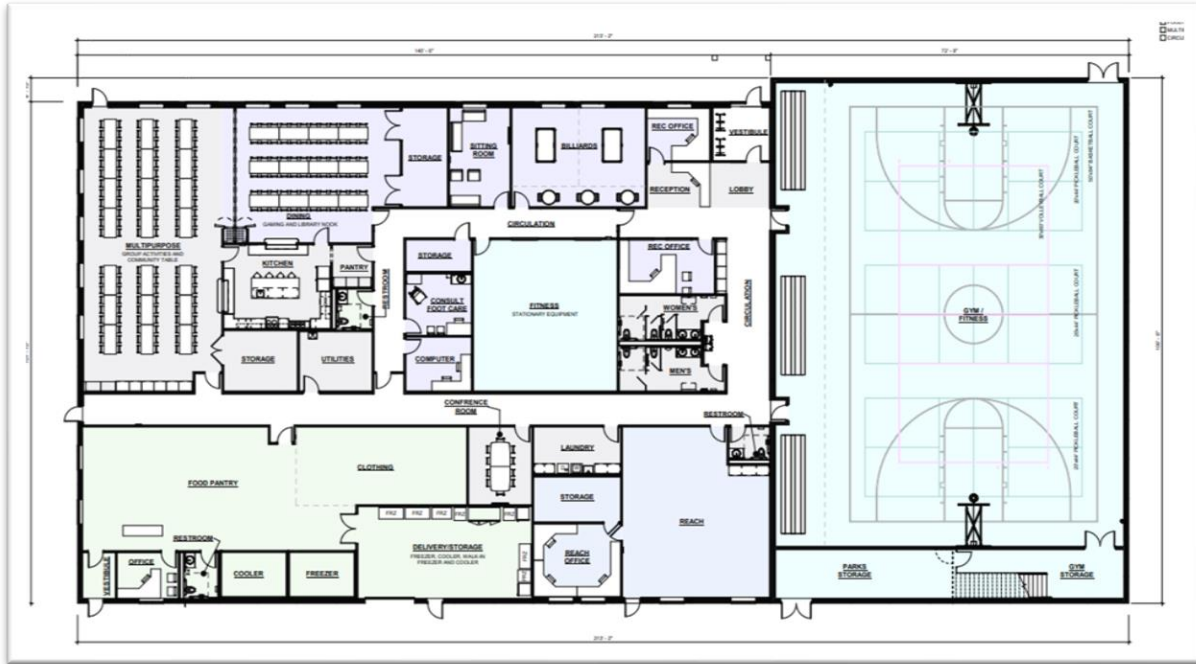
The multi-purpose community gathering space provides seating for 200, media, etc. and will be used to hold community meetings and events. The naming sponsorship will fund furnishings and technology to equip the room with modern technology to meet the needs of the community. The value of this sponsorship is \$125,000.

**Billiards Room Sponsorship:**

The billiards room naming sponsorship will fund equipment and room furnishings. The value of this sponsorship is \$25,000.

**Conference Room Sponsorship: (SOLD)**

The conference room in the facility will have seating for 12, media, etc.. The naming sponsorship will fund furnishings and technology to equip the room with needed technology. The value of this sponsorship is \$10,000



**Donor Recognition Wall:**

Donors have the ability to support the new senior/community center by purchasing a tile on the donor wall, which will be located in a main viewing area of the new facility. Gifts from \$500 up to \$10,000 will be acknowledge on different sized tiles. The sizes will reflect the recognition levels- of \$500, \$1,000, \$2,500, \$5,000, and \$10,000.

**CAPITAL CAMPAIGN COMMITMENT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name (if a corporate commitment) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Donations that qualify for the recognition level (\$500 to \$10,000) will be recognized on the donor wall in the new facility. You have the option to pay your gift over multiple years.

- I would like my gift to be paid over multiple years \_\_\_\_\_ # years
- One-time gift

**Ways to Donate:**

Checks: Made payable to the City of Waupun with WCC noted in the memo line, payments can be mailed to or dropped off at: City of Waupun, Attn. Finance Director, 201 E. Main St., Waupun, WI 53963 Online by visiting: [www.cityofwaupun.org/WCCcapitalcampaign](http://www.cityofwaupun.org/WCCcapitalcampaign).



**CITY OF WAUPUN  
GIFT AGREEMENT**

This Gift Agreement (the “Agreement”) made this 10<sup>th</sup> day of May, 2024 between the City of Waupun, with its City Hall office located at 201 E. Main Street, Waupun, Wisconsin, 53963, a municipal corporation under the laws of the State of Wisconsin, (“City”), AND National Exchange Bank Foundation and the Barbara and Peter Stone Family Foundation with its corporate addresses located at 130 Main Street, Fond du Lac, WI 54936, (“Sponsor”).

**RECITALS**

**WHEREAS**, the City owns and operates certain real property and facilities currently known as the Waupun Community Center, located at 520 McKinley Street, Waupun, Wisconsin, 53963, (the “Facility”); and

**WHEREAS**, the Facility consists of 22,000 square feet of group gathering space that will be used for the purpose of serving the community with recreation and wellness programming, (the “Facility”); and

**WHEREAS**, the parties desire to enter into an Agreement pursuant to which the City will grant to Sponsor the exclusive naming rights with respect to the Building and Gymnasium in return for certain benefits set forth below.

**NOW THEREFORE**, in consideration of the forgoing Facility, the City and Sponsor hereby agree as follows:

**TERMS**

**1. SPONSORSHIP ACKNOWLEDGEMENT.**

In consideration of the sponsorship herein, the City hereby provides to Sponsor acknowledgement via city purchased signage placed inside the Gymnasium and on the exterior of the building that displays the logo and/or the name of Sponsor. In addition, the City will display Sponsor acknowledgement on a donor wall to be located near the main entrance of the facility. The City retains the right to call the building Waupun Community Center, a name that will be displayed on the front exterior facing wall of the building as such. Sponsor exterior signage will be placed beneath the City building name as described, in in letter format to complement the overall aesthetic look of the facility.

**2. TERM OF SPONSORSHIP.**

This sponsorship term is for a 30-year period, beginning December 1, 2024, and ending December 1, 2054. Sponsor will have a right of first negotiation with respect to an extension of naming rights on expiration of this term, at which time the City shall offer Sponsor the right to negotiate exclusively, reasonably and in good faith for such extension for a period of ninety (90) days. If Sponsor does not wish to extend, or if Sponsor and City do not execute a written extension of naming rights within such ninety (90) day period, then City shall be free to negotiate and enter into an agreement for sponsorship with any third party.

**3. GOODS, SERVICES OR FINANCIAL CONTRIBUTION PROVIDED BY SPONSOR.**



In return for aforementioned acknowledgement, Sponsor shall provide to the City seven hundred fifty thousand dollars (\$750,000) to be paid in two installment payments. This first to be paid in the amount of \$500,000 by December 31, 2023. The second to be paid in the amount of \$250,000 by April 30, 2024.

**4. FINANCIAL CONTRIBUTION.**

The financial contribution will be used at the discretion of the City to assist in purchasing and maintaining furnishings, technology, equipment, and other expenses associated with the facility construction and operation.

**5. SIGNAGE.**

The City shall be responsible for the initial fabrication and installation costs of the signage, and for any subsequent maintenance of the signage after installation. Sponsor may change the content of the signage at its own expense upon receipt of City approval (which work will be performed by the City and billed to Sponsor at actual cost). Any damage to the signage caused by any party other than Sponsor will be repaired by the City at its own expense. Sign design is subject to sponsor approval in accordance with point 6 of this agreement.

**6. USE OF MARKS**

The Sponsor and City agree to use each other's logo to recognize Sponsor in connection with the Community Center throughout the term of this agreement. Any material, in any format, including print or web advertisement, brochures, promotional documentation, signage, where any of Sponsor's Marks are displayed or otherwise used, shall be submitted to Sponsor Organization for its prior written approval before it is made available to the public or circulated.

**7. SPONSORSHIP SUBJECT TO APPROVAL BY CITY.**

Extent of Sponsor acknowledgement will be determined by the City and is outlined above. Sponsor must meet City approval per City Policy; *Naming Rights, Donations and Sponsorships*, ("Policy"). Sponsorship is not accepted related to tobacco, alcohol, illegal drugs, or weapons; which contain vulgar and plainly offensive, obscene, or sexually explicit language, advocates the violation of law or City policy; advances any religious or political organization; promotes supporting or opposition of a candidate for elected office or a ballot measure; which associated with any company or individual whose actions are inconsistent with the City's mission and goals or community values; is libelous; inhibits the functioning of the City; or otherwise in violation of the law.

**8. INDEMNIFICATION.**

Sponsor agrees to indemnify the City, its agents, employees and officials for and defend them against all actions, claims, demands, loss or expense of any kind or nature which the City, its agents, its employees and officials shall incur or sustain by reason of any claim, demand, investigation, or litigation resulting from messages displayed on sponsorship devices by or at the request of Sponsor, including but not limited to, claims, demands, or litigation alleging that the messages or activities are defamatory, constitute illegal competition or trade practice, contain infringement of trademarks or trade names, or constitute violation of rights of privacy or infringements of copyrights and proprietary rights, notwithstanding, the City's prior inspection of any sponsorship material and the City's failure to object to its display. This provision shall survive any cancellation or termination of this agreement.

**9. TERMINATION**

Naming recognition is provided to Sponsors that exemplify the attributes of integrity and civic leadership. If a Sponsor for whom a naming commitment has been made violates these standards, the City may require Sponsor to discontinue displaying of any Sponsor acknowledgement within the facility. The Sponsor shall have no claim against the City for damages or otherwise, by reason of such discontinuance. Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Common Council will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the City to remove the donor's name from the naming opportunity with the understanding that any donations received by the city would not be returned to the donor.

**10. NO AGENCY OR PARTNERSHIP**

Nothing contained herein shall be deemed or construed as creating an agency, partnership, or joint venture relationship between the City and Sponsor, or to cause the City to be responsible in any way for debts or obligations of Sponsor.

**11. CONTROL OF CITY ASSETS**

The City does not relinquish any aspect of the City's right to direct, manage, and control any City facility, park, program, equipment or tangible property.

**12. ASSIGNMENT OF AGREEMENT.**

This Agreement shall not be assigned without the written consent of the City, which consent shall not be unreasonably withheld.

**13. WAIVERS.**

Any failure of either party to comply with any provision of this Agreement may only be waived expressly in writing by the other party. The waiver by either party of any default or breach by the other party of any of the provisions of this Agreement shall not be deemed a continuing waiver or waiver of any other breach by the other party of the same or another provision of this Agreement.

IN WITNESS WHEREOF, this Agreement is executed by the City and Sponsor as of the day and year as indicated below.

**CITY OF WAUPUN, WISCONSIN**

By: \_\_\_\_\_

Rohn W. Bishop, Mayor

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

Angela Hull, City Clerk

Date: \_\_\_\_\_

**National Exchange Bank Foundation  
Barbara & Peter Stone Family  
Foundation**

By:  \_\_\_\_\_

Eric Stone  
National Exchange Bank Foundation  
Barbara & Peter Stone Family  
Foundation

Date: 5-9-24



**AGENDA SUMMARY SHEET**

**MEETING DATE:** 6/11/24

**TITLE:** Updated Guidelines for Youth Sports and Recreation Grant

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Quality of Life	BALANCE OF RESTRICTED FUNDS - \$37,500 FOR 2024

**ISSUE SUMMARY**

The Recreation Board reviewed the guidelines for the Youth Sports & Recreation Grant and have recommended the following revisions:

- Preference to those who have not previously applied
- No award made to a group with a current / outstanding award
- Project reimbursement must be completed within one year from award date
- Up to three draws of reimbursement maximum

Following is a recap of financials for the program (\$37,500 of \$75,000 made available in 2024). \$11,000 is available for 2024 unless the Council decides to move to a rolling application of fund balance until all funds are expended.

<u>Grant Payment Recipient</u>	<u>Funds used towards</u>	<u>Kids impacted</u>	<u>Approved Amount</u>	<u>Total Grant Balance Remaining</u>
Youth for Christ	Entrance doors	300	\$ 2,500.00	\$ 72,500.00
Waupun Gymnastics	Spring floor		\$ 5,000.00	\$ 67,500.00
Waupun Youth Wrestling	Operation Re-Singlets		\$ 5,000.00	\$ 62,500.00
Waupun Girls Softball	Scoreboard Diamon 1	250	\$ 5,000.00	\$ 57,500.00
Waupun Athletics Booster Club	Baseball equipment expenses	42	\$ 1,500.00	\$ 56,000.00
REACH	Bicycles, helmets, golf clubs	250	\$ 2,500.00	\$ 53,500.00
Waupun Gridiron Youth Football	Safety Equipment		\$ 5,000.00	\$ 48,500.00

**STAFF RECOMMENDATION:**

Approve modifications as presented; It is also recommended that requirement for 501c3 status be reviewed and discussed. Additional, discuss movement to a rolling application of fund balance until all funds are depleted.

**ATTACHMENTS:**

Round 2 Grant Guidelines (Redlined)

**RECOMMENDED MOTION:**

Motion to approve revisions to the Youth Sports & Recreation Grant [OR, state specific modifications in motion if different than recommended list].

**CITY OF WAUPUN**  
**YOUTH RECREATION AND SPORTS GRANT PROGRAM – ROUND II APPLICATION GUIDELINES**

The City of Waupun invests heavily in youth sports and recreation assets to foster a strong quality of life for residents. The City partners with nonprofit youth sports organizations to provide recreation programming for area youth by providing access to these facilities and permits ongoing fundraising activities with profits directly benefiting these groups. The various nonprofit athletic groups have identified capital and equipment needs improvements at facilities needed to maintain and to expand programming. It is the City's desire to continue to invest in and support the needs of these groups to strengthen quality of life for resident. As such, the City is allocating \$37,500 to create a Youth Sports Grant Program in each of the next two years (2024-2025). This is a reimbursement-based grant with a maximum award of \$5,000. Dependent on the number and quality of applications, the council may elect to reduce the total grant award to support more community organizations. A minimum of a 50% fund match must be demonstrated by the requesting organization. The City of Waupun will utilize the Common Council Committee of the Whole (COW) to review and award grants within this program. Organizations receiving funds will be required to sign award agreements and verify use of funds prior to receiving payment. Preference will be given to organizations who demonstrate financial need and to organizations that have not received support in the form of other city grant awards between January 1 and December 31, 2023. Projects outlined in approved grants must be complete by December 31, 2026, with all invoices and reporting data submitted no later than March 31, 2027.

**PURPOSE:**

The purpose of the Youth Recreation and Sports Grant Program is to work collaboratively with youth recreation and sports nonprofit organizations to support capital improvement and equipment needs used to operate programs within the City of Waupun.

**ELIGIBLE ORGANIZATIONS:**

Organizations must be a non-profit organizations operating as a 501c3 within the City of Waupun that provides access to youth sports and recreation programming for all area youth, regardless of skill or ability. Funds will not be allocated to groups that restrict access to programming (i.e., competitive / travel teams where youth must try out for a select number of positions based on skill or ability.) Preference will be given to those organizations not previously awarded and no award will be made to a group with a current/outstanding grant award.

**ELIGIBLE EXPENDITURES:**

Funds must be used to support capital and equipment purchases that support programming. Funded organization must demonstrate ability to finance the balance of the proposed project not funded through a grant award. Financial, performance and compliance reporting will be required. Projects and submission for reimbursement must be completed within one year of award notification date, and applicants may draw up to three times from the award. Applications will be considered closed after three draws and no further expenditures will be considered at that time.



## APPLICATION NARRATIVE:

1. Describe the proposed capital improvement project that you are seeking to complete if your request is funded.
2. Describe the need for your project. Explain what will happen if your request is not funded.
3. Describe measurable impacts your program has achieved to date, including information relative to whom your program serves, including total number of youth served, of that group number of youth served who live within the City of Waupun, demographics of families served, economic impact to the City, etc.
4. Provide information on the project budget, including funds already collected or committed to the proposed project and plans to address any gaps in financing through fundraising or other methods.
5. What are the expected long-term costs to maintain your proposed project? Describe your plan to support long-term maintenance of proposed improvements. If you are relying on city funding to support this need, be specific in terms of your request for support beyond a possible grant award.
6. Describe the timeline for your proposed project, including projected start dates, construction timelines, and completion deadlines.
7. If your grant request is not fully funded, describe adjustments you are prepared to make to the proposed project to address the need. What implications will those adjustments have to your program?

## SUPPORTING DOCUMENTATION:

Attach the following as documentation in support of your application:

- Completed application including budget documents signed by an authorized member of your nonprofit.
- A copy of your organization's income statement for period ending December 31, 2023.
- Cost estimates for your proposed project.
- Evidence of ability to fund the non-grant funded portion of the proposed project and/or a plan to finance the portion of your project requiring private funding.

~~**First round of applications are due January 31, 2024. First round of review of applications will occur by February 29, 2024. Applications accepted on a rolling basis thereafter until all annual program funds are awarded by the Waupun Common Council Committee of the Whole.**~~

**Applications will be accepted on a rolling basis until all program funds have been depleted. Recommendations are provided by the Board of Park & Recreation to the Common Council for final grant award.**



**AGENDA SUMMARY SHEET**

**MEETING DATE:** 6/11/24

**TITLE:** Mayoral Appointments to Special Committee on Public Safety

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	N/A	

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**ISSUE SUMMARY**

In follow up to the May 28 COW meeting, the following individuals are recommended as appointees to a Special Committee on Public Safety:

- Dan Siebers, Alderperson
- Pete Kaczmarek, Alderperson
- BJ DeMaa, Fire Chief and Emergency Management Director
- Mike Beer, Assistant Fire Chief as available
- Dan Holz, Firefighter
- Jeremy Rasch, Police Chief
- Ted Sullivan, Deputy Police Chief as available
- Casey Langefeld, Assistant City Administrator/Finance Director
- Kathy Schlieve, City Administrator

**STAFF RECOMMENDATION:**

Approve appointments as presented

**ATTACHMENTS:**

None

**RECOMMENDED MOTION:**

Motion to approve appointments to a Special Committee on Public Safety.

## **City of Waupun Policy for Participation in Youth-Related Parades or Escorts**

City of Waupun departments, including Fire, Police, and Public Works, may participate in a school related parade or escort if contacted by the Waupun Area School District (WASD) Superintendent or his/her designee, or Central Wisconsin Christian School (CWC) Administration, or his/her designee, for the following:

1. A youth team returning from a State Competition involving a sport, forensic, academic or other extra-curricular event that results in a State championship.
2. Homecoming parade.
3. Special Event requested by school administration.

\*\* Please provide as much advanced notice as possible so the department has enough time to make the necessary staffing arrangements.

School Administrators from WASD or CWC or his/her designee will contact the Waupun Police Department (920-324-7911) to request a Waupun Police Officer contact the School Administrator or designee. The School Administrator or designee will request a parade route escort, including time, date, and route location.

The Waupun Police Officer on duty will contact the following for approval:

Police Chief Loudon: 920.948.0238  
Fire Chief DeMaa: 920.948.9912

Once contact and approval is made, the Police Chief or the Fire Chief will contact the City of Waupun Mayor and the City Administrator to obtain approval.

If the request requires the involvement of other City departments, those contacts will be made by Police or Fire Department personnel.

Upon approval, the on-duty Waupun Police Officer will contact the School Administrator or his/her designee and advise that a request for a parade has been granted.

Once approval has been granted it will be the responsibility of designated personnel to organize the parade activities with the police and fire department's personnel.

No parade will be authorized unless approved by the proper chain of command as indicated above. Failure to adhere to the approval process as outlined will terminate any request.

Parade escorts will only be provided for students and chaperones traveling on a bus or within a single vehicle. No other civilian vehicles will be allowed to participate in the parade escort.

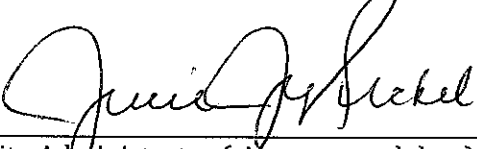


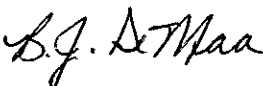
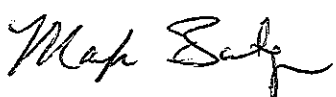
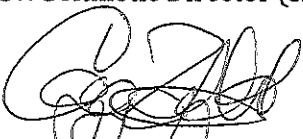




No sirens or air horns are to be sounded in parades or escorts beginning after 9:00 PM and no parade escorts will be provided after 10 PM. Only warning lights are to be used in parades or escorts between 9:00 and 10:00 PM.

City reserves the right to change its policy at any time without first obtaining the approval of either School District.

This policy is hereby adopted by the Waupun Common Council on September 12, 2017.

### Policy for Participation in High School Related Parades or Escorts

Mayor, City of Waupun (signature and date)  9-12-17	Police Chief (signature and date)  9-14-17
City Administrator (signature and date)  9-27-17	Fire Chief (signature and date)  9-20-17
CWC Administrator (signature and date)  9-27-17	CWC Athletic Director (signature and date)  9/27/17
WASD District Administrator (signature and date) 	WASD Athletic Director (signature and date)  9/26/17



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6-11-24

**TITLE:** Future Meetings & Gatherings, License and Permit Applications, Expenses

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angela Hull, Clerk

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## FUTURE MEETINGS

Tuesday, June 25, 2024	Committee of the Whole	5:30PM	
Tuesday, July 9, 2024	Common Council	6:00PM	
Tuesday, July 30, 2024	Committee of the Whole	5:30PM	
<a href="#">Tuesday, August 13, 2024</a>	<a href="#">Common Council</a>	<a href="#">6:00PM</a>	<a href="#">Reschedule due to Election</a>
Tuesday, August 27, 2024	Committee of the Whole	5:30PM	
Tuesday, September 10, 2024	Common Council	6:00PM	
Tuesday, September 24, 2024	Committee of the Whole	5:30PM	
Tuesday, October 8, 2024	Common Council	6:00PM	
Tuesday, October 29, 2024	Committee of the Whole	5:30PM	
Tuesday, November 12, 2024	Common Council	6:00PM	
Tuesday, November 26, 2024	Committee of the Whole	5:30PM	
Tuesday, December 10, 2024	Common Council	6:00PM	
<a href="#">Tuesday, December 31, 2024</a>	<a href="#">Committee of the Whole</a>	<a href="#">5:30PM</a>	<a href="#">Reschedule/Cancel due to Holiday</a>

## LICENSE/PERMIT APPLICATIONS

### Operator:

Rebecca Kennedy, Laura Sullivan, Lori Jaeger, Katrina Reinhart, Brayden Wegner, Jessica Hagar, Keagan Bobholz, Annessa Wilcox, Keelee Poindexter, Lori VanBuren, Rebecca Day

2024-2025 Operator, Soda, Dairy, Tobacco, Amusement, and Junk Dealership License Applications

## EXPENSES

Attached

### **RECOMENDED MOTION:**

Motion to approve the Consent agenda and monthly Financial Report. *(Roll Call)*

**2024-2025 Combination Licenses**

<b>BUSINESS</b>	<b>BUSINESS NAME</b>	<b>SODA</b>	<b>DAIRY</b>	<b>TOBACCO</b>	<b>AMUSEMENT</b>	<b>JUNK DEALERSHIP</b>
Alcatraz Pub LLC	Kibb's Pub	X		X	X	
Alcatraz Pub LLC	The Legion Bar	X			X	
Alter Metal Recycling		X				X
Aronson Recycling						X
Badgerland Youth for Christ	Badgerland Youth for Christ	X	X			
Baymont by Wyndham		X				
Central Wisconsin Christian School		X	X			
City of Waupun - Waupun Family Aquatic Center		X				
CND Specialties	Heritage Ridge Travel Plaza	X	X	X		
CND Specialties	Wild Goose Café	X	X		X	
Condon Oil Co	Waupun Ultimart	X	X	X		
Dolgenercorp LLC	Dollar General Store #6554	X	X	X		
Dollar Tree Stores Inc	Dollar Tree #6801	X	X			
Dunkin	Dunkin	X	X			
East Main Foods	Piggly Wiggly	X	X	X		
Go-Dutch Kitchen LLC	Go-Dutch Solutions	X	X			
Guth's Candy LLC	Guth's Candy	X	X			
Imagine That! Art Studio		X				
Judson's LLC	Judsons	X			X	
Knights of Columbus		X				
Kwik Trip Inc	Kwik Trip 651	X	X	X		
Kwik Trip Inc dba Stop-N-Go 1207	Stop-N-Go 1207	X	X	X		
Los Ramos Mexican Restaurant LLC	Los Ramos Mexican Restaurant	X	X			
M & M Vape 2024 LLC	Vape Lab			X		
Main Street Bistro & Bakery LLC	Main Street Bistro & Bakery	X				
Marshview Hospitality LLC	AmericInn by Wyndham	X	X			
Martens Farm & Home	Martens Farm & Home	X				
Meadowview Primary		X				
Mike's Wild Boar Liquor Store LLC	Mike's Wild Boar Liquor Store	X		X		
National Rivet		X				
Our Bar Holdings LLC Our Bar		X		X	X	
River View Hospitality LLC	Bridges at the Rock	X	X	X	X	
Rock River Intermediate		X				
Route 41 Pizza LLC	Domino's Pizza #2109	X				
SG Mayville LLC	Waupun Mart	X	X	X		
Snow Links LLC	Snow Links	X			X	
STKJR II LLC	McDonald's	X	X			
Sweet Fire Tobacco Inc	Sweet Fire Tobacco #63	X		X		
The Brittain House LLC	Brittain House	X	X		X	
The Other Bar		X	X		X	
Thirsty Marlins LLC	Thirsty Marlins	X		X	X	
Tony's Pizza LLC	Tony's Pizza	X	X			
Village Garden LLC	Village Garden	X	X			
Walgreen Co	Walgreens #11649	X	X	X		
Waupun Area Junior Senior High School		X				
Waupun Baseball Club - Home Ave	American Legion Baseball	X				
Waupun Baseball Club - Lincoln St	American Legion Baseball	X				
Waupun Girls Softball		X				
Waupun Little League		X				
Wildo Corporation	Holliday Food & Sport	X	X	X		
Wind & Unwined LLC	Wind & Unwined	X				

## 2024-2025 Operator License Renewal

LAST NAME	FIRST	MID INT	ADDRESS	CITY/STATE/ZIP
Aellig	Jenna	L	156 Olmstead St	Waupun, WI 53963
Andrle	Autumn	C	735 S Grove St	Waupun, WI 53963
Barsch	Samantha	S	N11181 Cty Rd M	Waupun, WI 53963
Batzler	Allison	T	W11903 Whooley Rd	Waupun, WI 53963
Beich	Morgan	L	724 Maple View Dr	Waupun, WI 53963
Bertram	Michelle	L	N8315 Beachview Dr	Fond du Lac, WI 54937
Bille	Sheryl	L	1108 Rock Ave #2	Waupun, WI 53963
Bobholz	Keagan	P	N11570 Cty Rd M	Waupun, WI 53963
Braatz	Renae	J	W6854 Blue Heron Blvd	Fond du Lac, WI 54937
Brandenburg	Kristen	A	225 W Franklin St	Waupun, WI 53963
Brennan	Cade	C	2004 Church St	Waupun, WI 53963
Brozek	Jeffrey	L	917 W Brown St	Waupun, WI 53963
Bryan	Jessica	C	146 E Lincoln St	Waupun, WI 53963
Burkhalter	Rebekah	R	951 Wilcox St Apt 201	Waupun, WI 53963
Buteyn	Geraldine	J	120 N Second St	Waupun, WI 53963
Casey	Annette	M	707 W Jefferson St	Waupun, WI 53963
Casey	Jonathan	W	W7078 State Rd 68	Waupun, WI 53963
Castillo	Karen	M	536 E Jefferson St	Waupun, WI 53963
Castillo-Montes	Vanessa	A	536 E Jefferson St	Waupun, WI 53963
Christopherson Jr	Denis		812 W Jefferson St	Waupun, WI 53963
Clark	Patricia	S	542 E Washington St	Brandon, WI 53919
Collien	Lisa	A	19 Caddie Ct	Waupun, WI 53963
Collien	Jeffery	S	19 Caddie Ct	Waupun, WI 53963
Crossley	Alyssa	M	717 W Lincoln St #2	Waupun, WI 53963
Daute	Terri	J	156 Franklin Pl	West Bend, WI 53095
Daute	Stephen	P	156 Franklin Pl	West Bend, WI 53095
Day	Rebecca	L	509 E Lincoln St	Waupun, WI 53963
Dean	Dawn	M	620 W Mackie St	Beaver Dam, WI 53916
DeBoer	Sandra	L	501 McKinley St	Waupun, WI 53963
Drewa	Dan	A	307 S Watertown St	Waupun, WI 53963
Elizalde	Mark	C	N2950 Savage Rd	Waupun, WI 53963
Ellcey	Kandace	L	225 Walker St	Waupun, WI 53963
Evola	Antonino		N3341 Hickory Dr	Waupun, WI 53963
Ferris	Tara	L	511 Bittersweet Ln	Waupun, WI 53963
Floyd	Angela	A	101 S Grove St	Waupun, WI 53963
Foucault	David	R	220 1/2 E Jefferson St	Waupun, WI 53963
Funk	Keith	J	18 1/2 S Forest St	Waupun, WI 53963

Gaffney	Alexandra	N	323 N Madison St	Waupun, WI 53963
Garster	Michelle	E	N89W15304 Jefferson Ave	Menomonee Falls, WI 53051
Gitzel	Mark	L	511 Morse St	Waupun, WI 53963
Golimowski	Janine	F	200 W Brown St Apt 102	Waupun, WI 53963
Golz	Lori	L	118 N Madison St	Waupun, WI 53963
Golz	Lori	L	118 N Madison St	Waupun, WI 53963
Gomez	Jose		932 Newton Ave	Waupun, WI 53963
Gorr	Kari	A	207 E State St	Fox Lake, WI 53933
Graff	Elyse	M	17 S Watertown St	Waupun, WI 53963
Greenfield	Kelvin	L	W11485 Hawthorne Dr	Waupun, WI 53963
Gruhlke	Talon	H	410 Edgewood Dr	Waupun, WI 53963
Gruhlke	Delaney	R	410 Edgewood Dr	Waupun, WI 53963
Guenther Jr	Richard	R	N4518 Oak Grove Rd	Brandon, WI 53919
Hagar	Jessica	M	27 S State St	Waupun, WI 53963
Harmsen	Adrian	J	N2990 Savage Rd	Waupun, WI 53963
Harmsen	Janet	S	18 Plum Dr #13	Waupun, WI 53963
Hartgerink	Aime	Jo	W7339 Walnut Rd	Beaver Dam, WI 53916
Heeringa	Angela	R	911 W Brown St	Waupun, WI 53963
Henke	Brianna	N	963 Wilcox St Apt 203	Waupun, WI 53963
Herringa	Sherry	L	915 E Main St	Waupun, WI 53963
Holz	Gregory	G	N3116 Savage Rd	Waupun, WI 53963
Homan	Macy	A	1012 W Lincoln St	Waupun, WI 53963
Jaeger	Lori	L	607 Park St	Waupun, WI 53963
Jaeger	Lori	L	607 Park St	Waupun, WI 53963
Johnson	Katie	R	300 W Main St	Waupun, WI 53963
Johnson-Jasinski	Tyler	D	914 W Brown St Apt 3	Waupun, WI 53963
Kehrmeyer	Gary	E	W11425 Hawthorne Dr	Waupun, WI 53963
Keller	Keshia	L	900 E Jefferson St Apt 8	Waupun, WI 53963
Kennedy	Rebecca	K	110 N Commercial St #14	Brandon, WI 53919
Koehler	Casey	Jo	225 Hawthorn Dr	Waupun, WI 53963
Koehler	Megan	M	216 N State St	Waupun, WI 53963
Koehler	Brett	M	22 1/2 N Madison St	Waupun, WI 53963
Koehoorn	Justine		619 Sawyer St	Waupun, WI 53963
Krajenka	Jennifer	R	545 E Franklin St	Waupun, WI 53963
Kreuziger	Dean	L	114 E Franklin St	Waupun, WI 53963
Krohn	Cade	D	200 N Madison St	Waupun, WI 53963
Kuslits Jr	William	J	28 Chapman Pl	Waupun, WI 53963
Ladron	Courtney	A	104 Eggleston St	Fox Lake, WI 53933
Landaal	Nicole	M	551 Wilcox St	Waupun, WI 53963
Lang	Heather	M	500 S Main St	Reeseville, WI 53579

Lange	Rebecca	L	W7237 County Rd C	Burnett, WI 53922
Large	Kaylee	M	N11684 State Road 26	Waupun, WI 53963
Larson	Wanda	J	W10605 Blackhawk Tr	Fox Lake, WI 53933
Lewis	Malena	C	503 S Grove St	Waupun, WI 53963
Lewis	Malena	C	503 S Grove St	Waupun, WI 53963
Lindberg	Lindsey	M	N5173 Cty Rd M	Brandon, WI 53919
Logterman	Harold	M	1501 Petula Ave	N Fond du Lac, WI 54937
Maleck	Jamie	P	207 Woodland Dr #3	Beaver Dam, WI 53916
Malovrh-Spanbauer	Karin	A	501 Rosewood Dr	Waupun, WI 53963
Malovrh-Spanbauer	Karin	A	501 Rosewood Dr	Waupun, WI 53963
Maly	Jenimae	J	120 Carrington St	Waupun, WI 53963
Martine	Terry	A	211 Woodland Dr Apt 7	Beaver Dam, WI 53916
McCartney	Brandon	J	W12497 Sheldon Rd	Brandon, WI 53919
Miller	Breanna	L	304 N Hyland St	Juneau, WI 53039
Montanez	Nicole	J	201 S Grove St	Waupun, WI 53963
Muth	Sheryl	M	W1626 Mountain Rd	Theresa, WI 53091
Navis	Connie	F	510 Morse St	Waupun, WI 53963
Nelson	Seth	M	W10416 Church Rd	Waupun, WI 53963
Neuburg	Terri	L	W6071 State Rd 49	Waupun, WI 53963
Neuman	Shyenne	A	1013 Rock Ave	Waupun, WI 53963
Nichols	Kiara	L	204 W Brown St Apt 204	Waupun, WI 53963
Oksa	Rita	A	505 McKinley St	Waupun, WI 53963
Pace	Dalene	D	121 W Main St	Waupun, WI 53963
Parenteau	Jesse	A	N10578 Buckhorn Rd	Fox Lake, WI 53933
Pater	Jake	A	612 E Brown St	Waupun, WI 53963
Pattee	Kari	A	N4198 Dehring Rd	Oakfield, WI 53065
Pattee	Kari	A	N4198 Dehring Rd	Oakfield, WI 53065
Peachey	Emily	I	217 Grandview Ave	Waupun, WI 53963
Peterson	Emily	M	554 W Main St	Waupun, WI 53963
Peterson	Brian	D	1108 Rock Ave #16	Waupun, WI 53963
Poindexter	Kellee	K	712 W Jefferson St	Waupun, WI 53963
Post	Jennifer	K	335 N Lockin St	Brandon, WI 53919
Pribbenow	Brett	A	700 Beekman St	Waupun, WI 53963
Ramsey	James	P	217 First St	Brandon, WI 53919
Reinhart	Katrina	L	607 Cochrane St	Waupun, WI 53963
Richert	Meghan	E	W2083 Bluemound Rd	Mayville, WI 53050
Rohde	Mary	T	W12906 Cty Rd AS	Waupun, WI 53963
Ruenger	Jamie	M	507 N Lincoln Ave	Beaver Dam, WI 53916
Rusch	Nicholas	G	N7714 Redtail Ln	Malone, WI 53049
Salkowski	Kristine	A	636 S Madison St	Waupun, WI 53963

Sampson	Emma	L	23 Union St	Ripon, WI 54971
Schmidt	Justin	D	701 Claggett Ave	Waupun, WI 53963
Schoenick	Mark	A	112 S West St	Waupun, WI 53963
Schulz	Gary	J	1 Wilcox Ct	Waupun, WI 53963
Schumacher	Christie	L	607 E Franklin St	Waupun, WI 53963
Schwark	Kathleen	S	225 Bly St	Waupun, WI 53963
Schweitzer	Breighana	K	124 Mary Belle Lane	Beaver Dam, WI 53916
Shaw	Roger	D	N3348 Lemmenes Pkwy	Waupun, WI 53963
Sloan	Cheyenne	L	905 E Main St	Waupun, WI 53963
Sloan Barsch	Tana	L	N11175 Cty Rd M	Waupun, WI 53963
Slosser	Crystal	M	552 Bronson St	Waupun, WI 53963
Smet	Lynda	J	W10945 State Rd 23	Rosendale, WI 54974
Smith	Emily	R	414 W Hawthorne Dr	Waupun, WI 53963
Smith	Jennifer	L	N2990 E Rock River Rd	Waupun, WI 53963
Sober	Alyson	C	101B S Harris Ave	Waupun, WI 53963
Southard	Keaton	S	545 E Lincoln St	Waupun, WI 53963
Spanbauer	Robert	S	827 Mayfair St Apt 10	Waupun, WI 53963
Sperger	Ryan	M	N3180 E Rock River Rd	Waupun, WI 53963
Stein	Dylan	L	814 Summer Ave	Waupun, WI 53963
Steinbach	Trista	J	210 Bly St	Waupun, WI 53963
Stellmacher	Ava	L	N1899 S Main St	Markesan, WI 53946
Straks	Brooke	A	N6709 Cty Rd M	Rosendale, WI 54974
Sullivan	Laura	L	620 1/2 E Main St	Waupun, WI 53963
Taylor	Carol	A	827 Mayfair St Apt 14	Waupun, WI 53963
Terlisner	Alexus	C	N9210 Cty Rd V	Mayville, WI 53050
Tetzlaff	Sheri	A	W10244 Cty Rd F	Fox Lake, WI 53933
Tewinkle	Jenna	A	225 W Franklin St	Waupun, WI 53963
Thapa	Sujan		W6968 Westwood Dr	Fond du Lac, WI 54935
Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
Thompson	Jennifer	N	W10199 Church Rd	Waupun, WI 53963
Tonn	Misty	M	918 W Brown St	Waupun, WI 53963
U'Ren	Collin	M	101 S Grove St	Waupun, WI 53963
Van Buren	Aylssa	M	719 W Brown St	Waupun, WI 53963
Van Buren	Lori	M	719 W Brown St	Waupun, WI 53963
VanBuren	Wanda	J	W7153 Oakwood Rd	Waupun, WI 53963
Vanderbush	Bruce	S	N2964 W Center Rd	Waupun, WI 53963
VandeSlunt	Lisa	M	606 Morse St	Waupun, WI 53963
VandeSlunt	Rick	L	411 High St	Waupun, WI 53963
VandeZande	Cari	A	606 S Grove St	Waupun, WI 53963

VanHierden	Elise	H	N4150 Savage Rd	Brandon, WI 53919
Voskuil	Mary Beth		235 Pleasant Ave	Waupun, WI 53963
Waskow	Gwendolyn	M	321 Beaver Dam St	Waupun, WI 53963
Waskow	Elizabeth	A	516 Maxon St	Waupun, WI 53963
Waskow	Gwendolyn	M	321 Beaver Dam St	Waupun, WI 53963
Waskow	Elizabeth	A	516 Maxon St	Waupun, WI 53963
Wegener	Kailey	A	N6709 Cty Rd M	Rosendale, WI 54974
Wegner	Brayden	M	12 W Brown St	Waupun, WI 53963
Welch	Jessica	L	416 1/2 Grace St	Waupun, WI 53963
Westover	Emma	M	514 E Lincoln St	Waupun, WI 53963
Wheeler	Deborah	L	345 N Madison St	Waupun, WI 53963
Wiese	Alyxia	L	1038 Rock Ave	Waupun, WI 53963
Wilcox	Annessa	k	W6254 Park Dr	Burnett, WI 53922
Willinger	Charles	J	725 Buwalda Dr	Waupun, WI 53963
Winchester	Dean	M	725 W Lincoln St #7	Waupun, WI 53963
Zech	Cynthina	J	212 W Main St	Waupun, WI 53963
Zich	Jamie	T	720 Tulip Ln	Waupun, WI 53963
Zuehlke	Gina	M	710 Fern St	Waupun, WI 53963



## Report Criteria:

Report type: Summary

Invoice.Batch = "A","052924","061124"

Check Issue Date	Check Number	Payee	Amount
05/28/2024	196	CREXENDO	1,999.77
05/28/2024	197	KWIK TRIP STORES	8,025.66
05/28/2024	198	PAYMENT SERVICE NETWORK INC	3.50
05/28/2024	199	WELLS FARGO PAYMENT REMITT	2,464.47
05/29/2024	107954	JOHNSON, DON	395.00
06/06/2024	107955	AMAZON CAPITAL SERVICES	266.20
06/06/2024	107956	AIRGAS USA LLC	1,529.40
06/06/2024	107957	ASSOCIATED APPRAISAL CONSULTA	3,200.13
06/06/2024	107958	AT & T	129.40
06/06/2024	107959	AT&T MOBILITY	1,141.48
06/06/2024	107960	BADGER PEST CONTROL	1,225.00
06/06/2024	107961	BAKER TILLY US LLP	2,617.00
06/06/2024	107962	BALLWEG IMPLEMENT	65.15
06/06/2024	107963	BENTZ AUTOMOTIVE INC	845.80
06/06/2024	107964	BROOKS SHOE & REPAIR	150.00
06/06/2024	107965	BUCHHOLZ, BAMBI	40.00
06/06/2024	107966	CEDAR CORPORATION	27,493.41
06/06/2024	107967	CIVIC SYSTEMS	145.00
06/06/2024	107968	CITY OF BEAVER DAM	860.00
06/06/2024	107969	DESTINATION LAKE WINNEBAGO RE	4,079.30
06/06/2024	107970	DEVRIES WELDING LLC	5,070.00
06/06/2024	107971	FIRE SAFETY USA	101.50
06/06/2024	107972	FIRE SERVICE INC	374.75
06/06/2024	107973	FDL COUNTY LE EXECUTIVE ASSOCI	40.00
06/06/2024	107974	FOX VALLEY TECHNICAL COLLEGE	590.00
06/06/2024	107975	GFL ENVIRONMENTAL	46,419.35
06/06/2024	107976	GRAND VALLEY INSPECTION SERVIC	2,997.02
06/06/2024	107977	H & R SAFETY SOLUTIONS LLC	57.60
06/06/2024	107978	HALVERSON, ANDREW	86.97
06/06/2024	107979	HAMMES FIRE & SAFETY	150.00
06/06/2024	107980	HEIDEMANN, TERESA	40.00
06/06/2024	107981	HOLIDAY WHOLESALE	1,821.04
06/06/2024	107982	KARTECHNER BROTHERS LLC	1,812.84
06/06/2024	107983	KREUZIGER, JEFFREY D	1,125.00
06/06/2024	107984	LIFESTAR EMERGENCY MEDICAL	3,780.00
06/06/2024	107985	MSA PROFESSIONAL SERVICES INC	13,997.92
06/06/2024	107986	MENARDS - BEAVER DAM	1,038.36
06/06/2024	107987	MICK FISCHER TROPHY AND ENGRA	212.85
06/06/2024	107988	MONROE TRUCK EQUIPMENT INC	12,426.00
06/06/2024	107989	O'REILLY AUTOMOTIVE INC	1.06
06/06/2024	107990	PTASCHINSKI CONSTRUCTION INC	24,944.55
06/06/2024	107991	PEPSI-COLA	661.20
06/06/2024	107992	PETTY CASH-CITY HALL	19.00
06/06/2024	107993	PETTY CASH-POLICE DEPT	75.00
06/06/2024	107994	PIGGLY WIGGLY DISCOUNT FOODS	62.87
06/06/2024	107995	PROS 4 TECHNOLOGY INC	3,640.08
06/06/2024	107996	REINDERS INC	429.83
06/06/2024	107997	RHODES, TARA	40.00
06/06/2024	107998	SSM HEALTH AT WORK	5,519.92

Check Issue Date	Check Number	Payee	Amount
06/06/2024	107999	SAFETY KLEEN	366.00
06/06/2024	108000	SPECIALTY CLOSURES & EQUIPMEN	27,150.00
06/06/2024	108001	STAPLES	85.69
06/06/2024	108002	STOBB PLUMBING & HEATING INC	989.75
06/06/2024	108003	STOBB, JACKSON	150.00
06/06/2024	108004	SULLIVAN, TED	51.29
06/06/2024	108005	SYSTEMS FURNITURE LLC	41,598.00
06/06/2024	108006	TAYLOR ENTERPRISES OF WI INC	547.38
06/06/2024	108007	THURMER, MIKE	40.00
06/06/2024	108008	TRACTOR SUPPLY CREDIT PLAN	700.97
06/06/2024	108009	TRUCK EQUIPMENT INC	246.00
06/06/2024	108010	TRU CLEANERS LLC	4,175.61
06/06/2024	108011	US CELLULAR	388.08
06/06/2024	108012	VANBUREN, KELLEY	319.00
06/06/2024	108013	VANDEZANDE & KAUFMAN, LLP	4,160.00
06/06/2024	108014	C.VERHAGE.PHOTO	95.00
06/06/2024	108015	VON BRIESEN & ROPER, S.C.	828.00
06/06/2024	108016	WDS CONSTRUCTION INC	3,000.00
06/06/2024	108017	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
06/06/2024	108018	WAUPUN EQUIPMENT COMPANY INC	814.52
06/06/2024	108019	WEGGELAND, KIMBERLY	225.00
06/06/2024	108020	WI DEPT OF AGRICULTURE	3,000.00
06/06/2024	108021	WI DEPT OF JUSTICE	882.00
06/06/2024	108022	ZARNOTH BRUSH WORKS INC	874.40
06/06/2024	108023	BISHOP, ROHN	40.00
06/06/2024	108024	TOP PACK DEFENSE	1,142.72
06/06/2024	108025	BETT, JOHN	40.00
06/06/2024	108026	WOLVERINE FIREWORKS DISPLAY IN	7,500.00
Grand Totals:			284,619.79

## Report Criteria:

Report type: Summary

Invoice.Batch = "A","052924","061124"

Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "A","052924","061124"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIRGAS USA LLC						
AIRGAS USA LLC	POOL CHEMICALS	06/06/2024	9149994961	100-20-5523-3-40	662.34	662.34
AIRGAS USA LLC	POOL CHEMICALS	06/06/2024	9149994962	100-20-5523-3-40	867.06	867.06
Total AIRGAS USA LLC:						1,529.40
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	TONER CARTRIDGE	06/06/2024	1XQX-T4VG-D	100-20-5513-3-30	32.79	32.79
AMAZON CAPITAL SERVICES	HDMI FOR COUNCIL CHAMBERS MEETINGS	06/06/2024	1FXV-KMGT-R	100-10-5110-3-38	7.99	7.99
AMAZON CAPITAL SERVICES	CARDSTOCK - BUILDING INSPECTOR	06/06/2024	1LMN-QPXX-	230-30-5241-3-30	17.50	17.50
AMAZON CAPITAL SERVICES	BREAKROOM - COFFEE	06/06/2024	1KNC-VHX4-1	100-10-5110-3-38	61.76	61.76
AMAZON CAPITAL SERVICES	CPR POCKET RESUSCITATOR FACE MASKS & VALVES	06/06/2024	1HFT-H6DN-D	100-20-5523-3-36	29.95	29.95
AMAZON CAPITAL SERVICES	IGNITION SWITCH	06/06/2024	1C3Y-J7HF-1	100-70-5411-3-36	16.93	16.93
AMAZON CAPITAL SERVICES	PARTS/SUPPLIES - TOILET & URINAL REPAIRS BUILDINGS	06/06/2024	1WF1-GF4M-6	100-70-5410-3-36	99.28	99.28
Total AMAZON CAPITAL SERVICES:						266.20
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM JUNE 2024	06/06/2024	174722	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	06/06/2024	APR20-MAY19	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - APR 24-MAY 23 2024 PD	06/06/2024	287307537700	100-40-5211-3-31	863.40	863.40
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - APR 24-MAY 23 2024 FIRE ADM	06/06/2024	APR24-MAY23	100-50-5231-3-31	278.08	278.08
Total AT&T MOBILITY:						1,141.48
BADGER PEST CONTROL						
BADGER PEST CONTROL	PEST CONTROL AQUATIC CENTER	06/06/2024	7840	100-20-5523-3-36	310.00	310.00
BADGER PEST CONTROL	PEST CONTROL CITY GARAGE	06/06/2024	7842	100-70-5410-3-36	300.00	300.00
BADGER PEST CONTROL	PEST CONTROL CITY HALL	06/06/2024	7841	100-70-5410-3-36	315.00	315.00
BADGER PEST CONTROL	PEST CONTROL LIBRARY	06/06/2024	7843	100-70-5410-3-36	300.00	300.00
Total BADGER PEST CONTROL:						1,225.00
BAKER TILLY US LLP						
BAKER TILLY US LLP	12/31/23 AUDIT FEES	06/06/2024	BT2820814	100-10-5157-3-38	2,617.00	2,617.00
Total BAKER TILLY US LLP:						2,617.00
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	PUSH PULL CABLE/OIL FILTER	06/06/2024	P89970	100-70-5411-3-36	95.82	95.82

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BALLWEG IMPLEMENT	CREDIT	06/06/2024	P85518	100-70-5411-3-36	30.67-	30.67-
Total BALLWEG IMPLEMENT:						65.15
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	3 INTERSTATE BATTERIES	06/06/2024	29929	100-70-5411-3-36	605.85	605.85
BENTZ AUTOMOTIVE INC	REPLACE BATTERY - SQUAD 5	06/06/2024	30112	100-40-5212-3-36	239.95	239.95
Total BENTZ AUTOMOTIVE INC:						845.80
BETT, JOHN						
BETT, JOHN	6-4-24 PER DIEM - POLICE & FIRE COMMISSION	06/06/2024	06042024	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - JUNE 2024	06/06/2024	6-4-24	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - DAANE	06/06/2024	50383	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						150.00
BUCHHOLZ, BAMBI						
BUCHHOLZ, BAMBI	6-4-24 PER DIEM - POLICE & FIRE COMMISSION	06/06/2024	06042024	100-10-5210-3-38	40.00	40.00
Total BUCHHOLZ, BAMBI:						40.00
C.VERHAGE.PHOTO						
C.VERHAGE.PHOTO	DEPT PHOTO - EMMA EFFERT	06/06/2024	4421102	100-40-5211-3-38	95.00	95.00
Total C.VERHAGE.PHOTO:						95.00
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THROUGH 01-20-2024	06/06/2024	119963	400-20-5513-8-00	24,493.41	24,493.41
CEDAR CORPORATION	FOOD TRUCK ALLEY ENGINEERING	06/06/2024	119964	405-70-5437-8-00	500.00	500.00
CEDAR CORPORATION	PROFESSIONAL SERVICES - WAUPUN HERITAGE MUSEUM RESTORATION	06/06/2024	120086	400-20-5512-8-00	2,500.00	2,500.00
Total CEDAR CORPORATION:						27,493.41
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL 5-27-24	06/06/2024	22173	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
CIVIC SYSTEMS						
CIVIC SYSTEMS	FEES - MIBUDGET	06/06/2024	CVC24802	410-10-5140-4-00	145.00	145.00
Total CIVIC SYSTEMS:						145.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - MAY 2024	05/28/2024	MAY2024	100-20-5513-3-31	455.03	455.03
CREXENDO	12 NEW PHONE/DEVICES - CITY HALL	05/28/2024	MAY2024 DEV	100-10-5197-3-31	1,544.74	1,544.74
Total CREXENDO:						1,999.77
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - APRIL 2024	06/06/2024	April 2024	430-70-5436-3-42	4,079.30	4,079.30
Total DESTINATION LAKE WINNEBAGO REGION:						4,079.30
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	LIGHT POLES- FOOD TRUCK ALLEY	06/06/2024	02482	405-70-5437-8-00	5,070.00	5,070.00
Total DEVRIES WELDING LLC:						5,070.00
FDL COUNTY LE EXECUTIVE ASSOCIATION						
FDL COUNTY LE EXECUTIVE ASSOCI	2024 FDL LAW ENFOR EXEC ASSOC ANNUAL DUES	06/06/2024	2024	100-40-5211-3-34	40.00	40.00
Total FDL COUNTY LE EXECUTIVE ASSOCIATION:						40.00
FIRE SAFETY USA						
FIRE SAFETY USA	HELMET SHIELDS	06/06/2024	186991	100-50-5232-3-38	101.50	101.50
Total FIRE SAFETY USA:						101.50
FIRE SERVICE INC						
FIRE SERVICE INC	FIREFIGHTER FLASHLIGHTS	06/06/2024	56473	100-50-5232-3-38	374.75	374.75
Total FIRE SERVICE INC:						374.75
FOX VALLEY TECHNICAL COLLEGE						
FOX VALLEY TECHNICAL COLLEGE	WI LEAP CONFERENCE	06/06/2024	TPB00008972	100-40-5211-3-37	590.00	590.00
Total FOX VALLEY TECHNICAL COLLEGE:						590.00
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - MAY 2024	06/06/2024	U9000019574	420-70-5436-3-38	46,419.35	46,419.35
Total GFL ENVIRONMENTAL:						46,419.35
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR MAY 2024	06/06/2024	2024-95	230-30-5241-3-38	2,997.02	2,997.02
Total GRAND VALLEY INSPECTION SERVICES:						2,997.02
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	06/06/2024	8710	100-70-5412-3-38	57.60	57.60
Total H & R SAFETY SOLUTIONS LLC:						57.60
HALVERSON, ANDREW						
HALVERSON, ANDREW	K9 DOG FOOD	06/06/2024	6-5-24	220-40-5212-3-38	86.97	86.97

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HALVERSON, ANDREW:						86.97
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTION	06/06/2024	42252	100-20-5525-3-36	150.00	150.00
HAMMES FIRE & SAFETY	BASEBALL COMPLEX DEEP FRYER					
Total HAMMES FIRE & SAFETY:						150.00
HEIDEMANN, TERESA	6-4-24 PER DIEM - POLICE & FIRE	06/06/2024	06042024	100-10-5210-3-38	40.00	40.00
HEIDEMANN, TERESA	COMMISSION					
Total HEIDEMANN, TERESA:						40.00
HOLIDAY WHOLESale	POOL CONCESSIONS	06/06/2024	1726735	100-20-5523-3-39	1,821.04	1,821.04
HOLIDAY WHOLESale						
Total HOLIDAY WHOLESale:						1,821.04
JOHNSON, DON	DJ/KARAOKE ENTERTAINMENT FOR	05/29/2024	5-29-24	100-20-5525-3-39	395.00	395.00
JOHNSON, DON	SUMMER KICK-OFF 2024					
Total JOHNSON, DON:						395.00
KARTECHNER BROTHERS LLC	FOOD TRUCK ALLEY	06/06/2024	3507	405-70-5437-8-00	1,812.84	1,812.84
KARTECHNER BROTHERS LLC						
Total KARTECHNER BROTHERS LLC:						1,812.84
KREUZIGER, JEFFREY D	MAY LAWN MOWING	06/06/2024	620120	100-70-5613-3-38	1,125.00	1,125.00
KREUZIGER, JEFFREY D						
Total KREUZIGER, JEFFREY D:						1,125.00
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - APR	05/28/2024	FD-APR24	100-50-5232-3-38	270.45	270.45
KWIK TRIP STORES	2024					
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - APR	05/28/2024	PD-APR24	100-40-5212-3-38	2,239.00	2,239.00
KWIK TRIP STORES	2024					
KWIK TRIP STORES	DPW IN-STORE DISCOUNT - APR 2024	05/28/2024	DPW-APR24	100-70-5410-3-38	5,516.21	5,516.21
Total KWIK TRIP STORES:						8,025.66
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF	06/06/2024	21-0260	100-10-5255-3-38	3,780.00	3,780.00
LIFESTAR EMERGENCY MEDICAL	BEAVER DAM ATTENDING A CALL ON					
	5-8-24					
Total LIFESTAR EMERGENCY MEDICAL:						3,780.00
MENARDS - BEAVER DAM	BOARDWALK REPAIRS	06/06/2024	55190	100-20-5525-3-36	644.25	644.25
MENARDS - BEAVER DAM	BOARDWALK REPAIRS - STORM	06/06/2024	55399	100-20-5525-3-36	394.11	394.11
MENARDS - BEAVER DAM	DAMAGE					
Total MENARDS - BEAVER DAM:						1,038.36

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<b>MICK FISCHER TROPHY AND ENGRAVING</b>						
MICK FISCHER TROPHY AND ENGRA	TROPHIES CELEBRATE WAUPUN WATER FIGHTS	06/06/2024	4229	100-50-5232-3-38	212.85	212.85
Total MICK FISCHER TROPHY AND ENGRAVING:						212.85
<b>MONROE TRUCK EQUIPMENT INC</b>						
MONROE TRUCK EQUIPMENT INC	FORCE/MONROE I-GRIP 6100	06/06/2024	47419	100-70-5411-3-36	12,426.00	12,426.00
Total MONROE TRUCK EQUIPMENT INC:						12,426.00
<b>MSA PROFESSIONAL SERVICES INC</b>						
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE CONTRACT B	06/06/2024	005129	419-70-5435-8-00	3,741.44	3,741.44
MSA PROFESSIONAL SERVICES INC	SWQMP REVISION - LEAVES AND STREET	06/06/2024	005247	700-10-5192-3-38	1,695.00	1,695.00
MSA PROFESSIONAL SERVICES INC	GENERAL ENGINEERING MEETINGS	06/06/2024	005231	100-70-5420-3-38	3,111.48	3,111.48
MSA PROFESSIONAL SERVICES INC	LANDFILL MONITORING 2024	06/06/2024	005196	100-70-5420-3-38	5,450.00	5,450.00
Total MSA PROFESSIONAL SERVICES INC:						13,997.92
<b>O'REILLY AUTOMOTIVE INC</b>						
O'REILLY AUTOMOTIVE INC	O-RING - CHIPPER OIL LEAK REPAIR	06/06/2024	2391-144580	100-70-5411-3-36	1.06	1.06
Total O'REILLY AUTOMOTIVE INC:						1.06
<b>PAYMENT SERVICE NETWORK INC</b>						
PAYMENT SERVICE NETWORK INC	CITY OF WAUPUN CLINIC PAYMENTS - 4/1/24-4/30/24	05/28/2024	294373	100-10-5256-3-38	3.50	3.50
Total PAYMENT SERVICE NETWORK INC:						3.50
<b>PEPSI-COLA</b>						
PEPSI-COLA	POOL CONCESSIONS	06/06/2024	55991508	100-20-5523-3-39	661.20	661.20
Total PEPSI-COLA:						661.20
<b>PETTY CASH-CITY HALL</b>						
PETTY CASH-CITY HALL	POSTAGE - CONTRACT - FOOD TRUCK ALLEY	06/06/2024	6-4-24	405-70-5437-8-00	19.00	19.00
Total PETTY CASH-CITY HALL:						19.00
<b>PETTY CASH-POLICE DEPT</b>						
PETTY CASH-POLICE DEPT	REIMBURSE - DODGE CO LE MEMORIAL/LUNCH	06/06/2024	5-23-24	100-40-5211-3-37	75.00	75.00
Total PETTY CASH-POLICE DEPT:						75.00
<b>PIGGLY WIGGLY DISCOUNT FOODS</b>						
PIGGLY WIGGLY DISCOUNT FOODS	EMPLOYEE PICNIC	06/06/2024	8332	100-10-5534-3-38	62.87	62.87
Total PIGGLY WIGGLY DISCOUNT FOODS:						62.87
<b>PROS 4 TECHNOLOGY INC</b>						
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT JUNE 24	06/06/2024	50610	100-10-5197-3-38	134.05	134.05
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY JUNE 23	06/06/2024	50609	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE JUNE 24	06/06/2024	50611	100-10-5197-3-38	89.03	89.03
PROS 4 TECHNOLOGY INC	IT MANAGEMENT JUNE 24	06/06/2024	50608	100-10-5197-3-38	2,785.00	2,785.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total PROS 4 TECHNOLOGY INC:						3,640.08
PTASCHINSKI CONSTRUCTION INC	E MAIN ST. CONCRETE PATCHES	06/06/2024	6-4-24	400-70-5436-8-00	24,944.55	24,944.55
Total PTASCHINSKI CONSTRUCTION INC:						24,944.55
REINDERS INC	REPLACE ENGINE OIL PAN	06/06/2024	6052390-00	100-70-5411-3-36	429.83	429.83
Total REINDERS INC:						429.83
RHODES, TARA	6-4-24 PER DIEM - POLICE & FIRE COMMISSION	06/06/2024	06042024	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SAFETY KLEEN	OIL SERVICE	06/06/2024	94628976	100-70-5411-3-36	366.00	366.00
Total SAFETY KLEEN:						366.00
SPECIALTY CLOSURES & EQUIPMENT CO INC	PAY APP #1 - ALL GYM EQUIPMENT MATERIAL & WALL MOUNT LABOR/LIFT	06/06/2024	4008	400-20-5513-8-00	27,150.00	27,150.00
Total SPECIALTY CLOSURES & EQUIPMENT CO INC:						27,150.00
SSM HEALTH AT WORK	WELLNESS CLINIC CITY SHARE - APRIL 2024	06/06/2024	42783	100-10-5256-3-38	5,519.92	5,519.92
Total SSM HEALTH AT WORK:						5,519.92
STAPLES	OFFICE SUPPLIES - CLERK	06/06/2024	6003451598	100-10-5141-3-30	55.61	55.61
STAPLES	CARDSTOCK - LICENSES	06/06/2024	6003451600	100-10-5141-3-30	15.29	15.29
STAPLES	CARDSTOCK - LICENSES	06/06/2024	6003451603	100-10-5141-3-30	14.79	14.79
Total STAPLES:						85.69
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK ON BACKFLOW VALVE CITY HALL	06/06/2024	15782	100-70-5410-3-36	989.75	989.75
Total STOBB PLUMBING & HEATING INC:						989.75
STOBB, JACKSON	AMAZON - WORK BOOTS REIMBURSEMENT 2024	06/06/2024	5-29-24	100-70-5412-3-38	150.00	150.00
Total STOBB, JACKSON:						150.00
SULLIVAN, TED	MEAL REIMBURSEMENT - FBI LEEDA TRAINING	06/06/2024	6-4-24	100-40-5212-3-37	51.29	51.29



Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SULLIVAN, TED:						51.29
SYSTEMS FURNITURE LLC	DEPOSIT ON FURNITURE ORDER FOR WAUPUN COMMUNITY CENTER	06/06/2024	6-5-24	220-20-5514-3-38	41,598.00	41,598.00
Total SYSTEMS FURNITURE LLC:						41,598.00
TAYLOR ENTERPRISES OF WI INC	FLAVOR BURST SYRUP - AQUATIC CENTER	06/06/2024	0169858-IN	100-20-5523-3-39	547.38	547.38
Total TAYLOR ENTERPRISES OF WI INC:						547.38
THURMER, MIKE	6-4-24 PER DIEM - POLICE & FIRE COMMISSION	06/06/2024	06042024	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TOP PACK DEFENSE	CLOTHING ALLOWANCE - ROBERTS	06/06/2024	13343	100-12634	986.34	986.34
TOP PACK DEFENSE	CLOTHING ALLOWANCE - EFFERT	06/06/2024	13354	100-12634	156.38	156.38
Total TOP PACK DEFENSE:						1,142.72
TRACTOR SUPPLY CREDIT PLAN	PORTABLE WELDER	06/06/2024	6-4-24	100-70-5411-3-38	700.97	700.97
Total TRACTOR SUPPLY CREDIT PLAN:						700.97
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR MAY 2024	06/06/2024	CW060124	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
TRUCK EQUIPMENT INC	SET UP NEW TRUCK 19-24	06/06/2024	1100095-00	410-70-5412-4-00	246.00	246.00
Total TRUCK EQUIPMENT INC:						246.00
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - MAY 2024	06/06/2024	0654666597	100-10-5191-3-31	388.08	388.08
Total US CELLULAR:						388.08
VANBUREN, KELLEY	AEMT NREMT TEST	06/06/2024	5-29-24	100-50-5230-3-38	144.00	144.00
VANBUREN, KELLEY	PSYCHOMOTOR TESTING FOR AEMT	06/06/2024	6-5-24	100-50-5230-3-38	175.00	175.00
Total VANBUREN, KELLEY:						319.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - MAY 2024	06/06/2024	15592	100-10-5161-3-38	615.00	615.00
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES -					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	MAY 2024	06/06/2024	MAY2024	100-10-5161-3-38	3,545.00	3,545.00
Total VANDEZANDE & KAUFMAN, LLP:						4,160.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	LEGAL FEES VONBRIESEN	06/06/2024	459624	100-10-5110-3-38	552.00	552.00
VON BRIESEN & ROPER, S.C.	LEGAL FEES VONBRIESEN	06/06/2024	459625	100-10-5110-3-38	276.00	276.00
Total VON BRIESEN & ROPER, S.C.:						828.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - JUNE 2024	06/06/2024	JUNE2024	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN EQUIPMENT COMPANY INC						
WAUPUN EQUIPMENT COMPANY INC	REPAIR DEF PROBLEM	06/06/2024	83649W	100-70-5411-3-36	814.52	814.52
Total WAUPUN EQUIPMENT COMPANY INC:						814.52
WDS CONSTRUCTION INC						
WDS CONSTRUCTION INC	BOND RETURN - CWC ADDITION	06/06/2024	6-3-24	230-21120	3,000.00	3,000.00
Total WDS CONSTRUCTION INC:						3,000.00
WEGGELAND, KIMBERLY						
WEGGELAND, KIMBERLY	PARK PROGRAM SPECIAL EVENT	06/06/2024	2294	100-20-5525-3-39	225.00	225.00
Total WEGGELAND, KIMBERLY:						225.00
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 4/4/24-5/3/24	05/28/2024	BRET-APR24	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT - REMAINDER FROM LAST STATEMENT	05/28/2024	PAM-APR24	400-48-4813-0-00	265.10	265.10
WELLS FARGO PAYMENT REMITT	GALLS - BODY ARMOR AIR CONDITIONING	05/28/2024	JEREMY-APR	100-40-5212-3-38	400.70	400.70
WELLS FARGO PAYMENT REMITT	NORTHERN TOOL RENEWAL	05/28/2024	JEFF-MAR24/	100-70-5411-3-38	829.65	829.65
WELLS FARGO PAYMENT REMITT	AMAZON - COFFEE FOR MEETINGS	05/28/2024	BJ-MAR24/AP	100-50-5231-3-38	51.92	51.92
WELLS FARGO PAYMENT REMITT	ENVISION GREATER FDL - WAUPUN BUS ALLIANCE BANQ MEMBER REG	05/28/2024	KATHY-MAR2	100-80-5670-3-37	214.42	214.42
WELLS FARGO PAYMENT REMITT	UW LOCAL GOV EDUCATION - ALCOHOL BEVERAGE LICENSING I	05/28/2024	ANGIE-MAR2	100-10-5141-3-37	522.71	522.71
Total WELLS FARGO PAYMENT REMITT:						2,464.47
WI DEPT OF AGRICULTURE						
WI DEPT OF AGRICULTURE	WEIGHTS/MEASURES INSPECTION CONTRACT	06/06/2024	115-00000338	100-10-5246-3-38	3,000.00	3,000.00
Total WI DEPT OF AGRICULTURE:						3,000.00
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - MAY 2024	06/06/2024	G3369-MAY24	100-40-5213-3-38	882.00	882.00
Total WI DEPT OF JUSTICE:						882.00
WOLVERINE FIREWORKS DISPLAY INC						
WOLVERINE FIREWORKS DISPLAY IN	CELEBRATE WAUPUN 2024 - FINAL - WAUPUN FESTIVAL PORTION	06/06/2024	6-5-24	100-13850	7,500.00	7,500.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WOLVERINE FIREWORKS DISPLAY INC:						7,500.00
ZARNOTH BRUSH WORKS INC						
ZARNOTH BRUSH WORKS INC	STREET SWEEPER BROOMS	06/06/2024	0198256-IN	700-10-5192-3-36	874.40	874.40
Total ZARNOTH BRUSH WORKS INC:						874.40
Grand Totals:						284,619.79

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-37	225.00	.00	225.00
100-10-5110-3-38	924.74	.00	924.74
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	85.69	.00	85.69
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-37	40.00	.00	40.00
100-10-5142-3-38	170.72	.00	170.72
100-10-5157-3-38	2,617.00	.00	2,617.00
100-10-5161-3-38	4,160.00	.00	4,160.00
100-10-5191-3-31	67.07	.00	67.07
100-10-5191-3-37	34.42	.00	34.42
100-10-5197-3-31	1,218.13	.00	1,218.13
100-10-5197-3-38	3,640.08	.00	3,640.08
100-10-5210-3-38	200.00	.00	200.00
100-10-5246-3-38	3,000.00	.00	3,000.00
100-10-5255-3-38	6,360.00	1,720.00-	4,640.00
100-10-5256-3-38	3,634.90	.00	3,634.90
100-10-5534-3-38	2,562.87	.00	2,562.87
100-12634	1,142.72	.00	1,142.72
100-13850	6,944.49	.00	6,944.49
100-20-5513-3-30	32.79	.00	32.79
100-20-5513-3-31	92.17	.00	92.17
100-20-5523-3-36	339.95	.00	339.95
100-20-5523-3-39	3,029.62	.00	3,029.62
100-20-5523-3-40	1,529.40	.00	1,529.40
100-20-5525-3-36	1,422.07	.00	1,422.07
100-20-5525-3-39	620.00	.00	620.00
100-21100	1,756.17	93,522.87-	91,766.70-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-31	992.80	.00	992.80
100-40-5211-3-34	135.00	.00	135.00
100-40-5211-3-37	665.00	.00	665.00
100-40-5211-3-38	214.73	.00	214.73
100-40-5212-3-36	239.95	.00	239.95
100-40-5212-3-37	51.29	.00	51.29
100-40-5212-3-38	2,424.97	.00	2,424.97
100-40-5213-3-38	882.00	.00	882.00
100-40-5215-3-37	26.00	.00	26.00
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-31	41.71	.00	41.71
100-50-5230-3-38	319.00	.00	319.00

GL Account	Debit	Credit	Proof
100-50-5231-3-31	208.56	.00	208.56
100-50-5231-3-38	51.92	.00	51.92
100-50-5232-3-38	959.55	.00	959.55
100-50-5251-3-31	27.81	.00	27.81
100-70-5410-3-36	2,004.03	.00	2,004.03
100-70-5410-3-38	4,175.61	5.50-	4,170.11
100-70-5411-3-36	15,362.94	30.67-	15,332.27
100-70-5411-3-38	5,162.22	.00	5,162.22
100-70-5412-3-31	757.67	.00	757.67
100-70-5412-3-38	357.60	.00	357.60
100-70-5420-3-31	135.00	.00	135.00
100-70-5420-3-38	8,561.48	.00	8,561.48
100-70-5613-3-38	1,125.00	.00	1,125.00
100-80-5670-3-37	180.00	.00	180.00
100-80-5670-3-38	60.00	.00	60.00
210-21100	.00	503.91-	503.91-
210-60-5511-3-31	230.71	.00	230.71
210-60-5511-3-42	273.20	.00	273.20
220-20-5514-3-38	41,598.00	.00	41,598.00
220-21100	.00	41,658.97-	41,658.97-
220-40-5212-3-38	60.97	.00	60.97
230-21100	.00	6,014.52-	6,014.52-
230-21120	3,000.00	.00	3,000.00
230-30-5241-3-30	17.50	.00	17.50
230-30-5241-3-38	2,997.02	.00	2,997.02
400-20-5512-8-00	2,500.00	.00	2,500.00
400-20-5513-8-00	51,643.41	.00	51,643.41
400-21100	8.10	79,087.96-	79,079.86-
400-48-4813-0-00	.00	8.10-	8.10-
400-70-5436-8-00	24,944.55	.00	24,944.55
405-21100	.00	6,967.13-	6,967.13-
405-70-5437-8-00	6,967.13	.00	6,967.13
410-10-5140-4-00	145.00	.00	145.00
410-21100	.00	391.00-	391.00-
410-70-5412-4-00	246.00	.00	246.00
419-21100	.00	3,741.44-	3,741.44-
419-70-5435-8-00	3,741.44	.00	3,741.44
420-21100	98.46	12,531.78-	12,433.32-
420-70-5436-3-38	12,531.78	98.46-	12,433.32
425-21100	370.42	34,356.45-	33,986.03-
425-70-5476-3-38	34,356.45	370.42-	33,986.03
430-21100	.00	4,079.30-	4,079.30-
430-70-5436-3-42	4,079.30	.00	4,079.30
700-10-5191-3-38	454.47	.00	454.47
700-10-5192-3-36	1,309.11	.00	1,309.11
700-10-5192-3-38	2,082.59	.00	2,082.59
700-10-5193-3-36	151.44	.00	151.44
700-21100	.00	3,997.61-	3,997.61-
<b>Grand Totals:</b>	<b>289,086.09</b>	<b>289,086.09-</b>	<b>.00</b>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Invoice.Batch = "A","052924","061124"

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**MINUTES**  
**CITY OF WAUPUN ZONING BOARD OF APPEALS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, August 07, 2023 at 4:30 PM**

**CALL TO ORDER**

Chairperson Westphal called the Zoning Board of Appeals meeting to order at 4:36 p.m.

**ROLL CALL**

Members present: Jason Westphal, Dylan Weber, Mark Nickel, Rick Vanthoff, Patricia Beyer

Members Virtual/Teleconference: None

Members Absent: Derek Minnema

Staff present: Administrator Kathy Schlieve, City Clerk Angela Hull

Staff Virtual/Teleconference: Building Inspector Sue Leahy

Audience: Rich Lamers

**PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL**

No persons appeared before the Board

**FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL**

No future meetings planned

**CONSIDERATION – ACTION**

**Approve minutes of the April 3, 2023 meeting.**

Motion Vanthoff, second Weber to approve the April 3, 2023 Zoning Board of Appeals meeting minutes.

Motion carried 5-0.

**Recognition of Mayoral Appointments of Board Members**

Board reviews the 2023-2024 membership to the Zoning Board of Appeals.

**Establish Day of Month and Time of Board Meeting.**

Motion Weber, second Beyer to continue to hold the 2023-2024 Zoning Board of Appeals meetings on the first Monday of each month at 4:30pm and as needed. Motion carried 5-0.

**Public Hearing - Variance Request of Rich Lamers at 610 Hillyer St. to relocate a 10' x 10' pre-fab shed in the front yard. 24' front setback from the property line and 3' from the side yard, per Municipal Code Section 16.03(4)(c)(iv).**

Public Hearing was called to order to hear the variance request of Rich Lamers, owner of 610 Hillyer Street, to relocate his prefab shed to the front yard. As no comments from the public were heard, the Public Hearing was closed.

Motion Weber, second Nickel to approve the variance request from Rich Lamers of 610 Hillyer Street for the relocation of a prefab shed to the front yard, with a recommendation of a gravel base. Motion carried 5-0.

**ADJOURNMENT**

At 4:45pm, motion Vanthoff, second Weber to call the meeting adjourned. Motion carried 5-0.



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 12, 2024 at 4:30 PM**

Chairman Peter Kaczmarki called the meeting to order at 4:35 p.m.

Roll call was taken. Members present include Alderpersons—Peter Kaczmarski, and Citizens—Dale Heeringa, Dave Rens, Ex-officio—DPW Director Jeff Daane. Absent without notification, Andrew Sullivan. Absent and excused Gregg Zonnefeld, Mike Matoushek, and Kambria Ledesma. Also present, City Administrator Kathy Schlieve. Quorum was unable to be established for meeting.

No persons present wishing to address the Board of Public Works.

April 9, 2024 is the next regularly scheduled meeting for the board.

No action taken due to lack of a quorum to approve the minutes of February 13, 2024 Board of Public Works meeting.

DPW Director Daane reviewed the City's 2023 annual MS4 report. Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. MS4 permits are effective for a period of up to five years. The City of Waupun's 2023 MS4 report is reviewed and includes an extensive list of tactics that the City completes each year to meet the conditions of the MS4 permit. This report was adopted by the Council on March 23, 2024 prior to being submitted to the DNR and is presented for informational purposes only.

Jeff Daane, Director of Public Works, shares that the City was awarded a UNPS planning grant to help with evaluating locations of future storm water pond. The grant reimburses 50% up to \$25,000. Staff believe that after completion of this analysis the City will be positioned to state whether storm water management requirements are achievable through practices conducted within city limits, or if other steps will need to be taken. No action was taken to approve agreement with MSA due to lack of a quorum. Staff will present this agreement to the Common Council Committee of the Whole on March 26, 2024.

The City received two sealed bids for the roofing project at City Hall. The bids were opened publicly on March 5, 2024. The low bidder was HP Roofing & Construction, however, the bid is more than 20% over budget (\$27,371). Daane believes this is mostly due to need for cranes to access the front portions of the building. According to Administrator Schlieve, fund balance would need to be applied to cover the gap to fully finance the project. Schlieve points out that this is less than ideal as staff previously cut a number of capital projects coming into 2024 to preserve fund balance needed for a 2025 Rock/Newton reconstruct. No action was taken due to lack of a quorum. Staff will present bid results to the Common Council Committee of the Whole on March 26, 2024.

Meeting adjourned at 4:55 p.m.



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, March 20, 2024 at 4:30 PM

**CALL TO ORDER**

Chairman Bishop called the meeting to order at 4:32 pm.

**ROLL CALL**

Members Present: Jerry Medema, Elton TerBeest

Members Present (via zoom): Mike Matoushek, Jason Whitford

Member Present by Phone: Rohn Bishop

Members Excused: Jeff Daane, Jill Vanderkin

Staff Present: Sue Leahy, Kathy Schlieve, and Dan VandeZande.

Others Present: Christina Kartechner, Cal Hermann, Brian Retzlaf

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Next meeting will be Wednesday, April 17, 2024.

**CONSIDERATION - ACTION**

1. Approve minutes of the February 21, 2024 meeting.  
Motion by Whitford, 2<sup>nd</sup> by Matoushek to approve the minutes of the February 21, 2024 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application of Christina Kartechner at 18 S Madison St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

Motion by Whitford, 2<sup>nd</sup> by Medema to open the public hearing. Motion carried, unanimously.

Christina is here requesting the sign. Kathy Schlieve stated that this would be very similar to previous requests. The design is consistent with other signs in the downtown area. An ordinance amendment to allow projecting signs as a permitted use will be presented to the Board later in the meeting.

Motion by Whitford, 2<sup>nd</sup> by Matoushek to close the public hearing. Motion carried, unanimously.

Motion by Whitford, 2<sup>nd</sup> by TerBeest to approve the Conditional Use Permit Application of Christina Kartechner at 18 S. Madison St. to install a projecting sign above the front entrance of the building as presented. Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit Application of 18 Wheeler Truck Wash LLC at 1815 Shaler Dr. (Parcel # 292-1315-0933-005) to construct a 2-bay automated truck wash per Municipal Code Section 16.04(4)(d)(i) and (ii).

Motion by Whitford, 2<sup>nd</sup> by TerBeest to open the public hearing. Motion carried, unanimously.

Kathy Schlieve stated that the City has had land reserved in this area for this type of use since 2017. An agreement was reached with Brian Retzlaf to build the truck wash. The patrons served by truck wash, would be some of same patrons that the Travel Plaza serves. There should be a condition if this is approved that truck staging cannot occur on street, that it be contained to the lot. This was originally platted in 2004 but



nothing developed until 2017. There are no water or sewer issues. Dan VandeZande stated that in the developers agreement for this plan there is a provision for not allowing a hot wash on the property and would like to see that as a condition of approval as well.

Motion by Whitford, 2<sup>nd</sup> by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Matoushek, 2<sup>nd</sup> by TerBeest to approve the Conditional Use Permit applicaiton of 18 Wheeler Truck Wash LLC at 1815 Shaler Dr. to construct a 2-bay automated truck wash with the following conditions: (1) truck staging cannot occur on the street, it must be contained on the lot. (2) Hot wash is not allowed. Motion carried, unanimously.

4. Public Hearing - Ordinance amendment to rezone Lots 1, 2, 3, 4, 5, 7, and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision presently zoned in the B-3 Shopping Center Business District to the PCD - Planned Community Development District.

Motion by Whitford, 2<sup>nd</sup> by Medema to open the public hearing. Motion carried, unanimously.

Kathy Schlieve gave a brief explanation for the proposed rezoning. The property is currently zoned B-3 Shopping Business District. The proposed PCD zoning gives us a little more flexibility in developing the rest of the lots. Things have continued to change economically since the subdivision was created in 2004. This could allow for multi-family housing on the north side of the property. Cal with the Travel Plaza addressed the board. He stated that 60-70 trucks a day through the truck stop and their customer counts average 6000 per week. It is a fairly busy corner now and with more businesses it will increase over time. He is all for bringing business into that particular area of town and supports the development. His main concern is the speed limit on STH 26. The City has continually asked the DOT to lower it, but according to their traffic studies, it doesn't warrant the change yet. The City will continue to push the issue.

Motion by Whitford, 2<sup>nd</sup> by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Whitford, 2<sup>nd</sup> by Matoushek to recommend approval of the ordinance to rezone Lots 1, 2, 3, 4, 5, 7 and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision presently zoned in the B-3 Shopping Center Business District to the PCD - Planned Community Development District. Motion carried, unanimously.

5. Public Hearing - Ordinance Amendment to include projecting signs as a permitted use.

Motion by Matoushek, 2<sup>nd</sup> by Medema to open the public hearing. Motion carried, unanimously.

Kathy Schlieve stated that the BID board has requested this change to the ordinance. It is in their 2024 work plan to amend the plan. This ordinance would eliminate the Conditional Use Permit required for projecting signs. Chapter 25 of the Municipal Code will also have to be updated by the CDA Committee at a separate meeting. Sue Leahy said that on the Ordinance as it is written, it states "One projecting may be permitted for each parcel provided no ground sign is located on the property" She would like this changed to "One projecting sign may be permitted for each business address provided no ground sign is located on the property".

We do have some buildings that have multiple businesses in them and not all of them have their own address. If they would wish to have a projecting sign, they would have to seek a Variance from the Zoning Board of Appeals, but would have to prove a hardship for approval of that.

The recommendation from staff is to change the language from one per parcel to one per business address.

Motion by Whitford, 2<sup>nd</sup> by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Whitford, 2<sup>nd</sup> by Medema to recommend approval of the Ordinance amendment to include projecting signs as a permitted use to Chapter 16.11 of the Municipal Code. With changing the language from “One projecting may be permitted for each parcel...” to “One projecting sign may be permitted for each business address....” Motion carried, unanimously.

6. Discuss Zoning for parcels that will be annexed to the City of Waupun. Parcel #'s 010-1315-0543-015 and 010-1315-0543-014.

Kathy discussed this item. There are two parcels that the City acquired that are immediately across from the Utilities on S. Madison St. As we go through the annexation process, a Zoning classification needs to be included with the Annexation ordinance. Our intent was to possibly extend public safety facilities to this site. Kathy presented maps of current zoning and future land use maps for that area. One idea is PCD because it gives us flexibility. Sue likes the PCD because it has 6 different districts that fall underneath. Dan VandeZande addressed Spot Zoning and said that it's not necessarily illegal, but the Plan Commission and Council need to look at the ideas to make sure the plan is a good fit for that area. The M-1 Light Manufacturing district is included in the PCD District so a light manufacturing building could go there. Heavy Manufacturing would not be allowed. Some of the members did not think this area would be good for residential.

Motion by TerBeest, 2<sup>nd</sup> by Whitford to place this property in the PCD district when it is annexed. Motion carried, unanimously.

#### **ADJOURNMENT**

Motion by TerBeest, 2<sup>nd</sup> by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:08 pm

Minutes prepared by Trista Steinbach



**Minutes - City of Waupun**  
Board of Parks and Recreation Commission

Tuesday, April 23, 2024 – City Council Chambers

CALL TO ORDER

Commission Vice President Williams called the meeting to order at 6:01pm

ROLL CALL:

Citizens: Megan Williams, Wanda Nick, Lexi Zarn, Mary Kay Gorst & Bridget Winterhack  
Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved absences: Doug Disch and Kambria Ledesma

CONSENT AGENDA

1. Approve Minutes of March 25, 2024 Meeting – Motion by Winterhack, seconded by Gorst, motion carried.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD:

None

DISCUSSION ITEMS

2. Discussion of Community Center Tour – Board to the Community Center prior to the meeting. The tour went well. Board members present were impressed with the facility and the vast possibilities it has to serve the community. Zarn commented on building entrance signs. Schlieve talked about inside and outside directional signage of the building and will continue to update the board on signage.

3. Review Second Round Guidelines for Youth Sports & Recreation Grant – After the first round of applications, a second round and review process is needed. Board members discussed the first round guidelines and added further and clearer guidelines for the second round. Recommended revisions include: preference to those who have not applied in round one, award and reimbursement of applicant one year from awarded date with three draws of reimbursement maximum.

4. Review Community Center Policies – Schlieve presented on priority users of the building. Priority users in order: 1. Emergency Management/Disaster Relief, 2. Elections, 3. Recreation Department Use, 4. City Departments Reserved Use, 5. Building Tenant Reserved Use, 6. Public/Private Reserved Use. All users will be required to use the provided scheduling systems to schedule rentable rooms with approval. Reserved users may not reserve more than 90 days in advance. Kaminski shared the participant liability waiver from the City of Waupun insurance company. Kaminski presented on a photo release policy for promotional purposes. Kaminski presented on participant code of conduct. This code of conduct was created from past

Waupun Senior Center practices with research and resources from other similar facilities. The board discussed an alcohol policy specifically to public/private rentals. This conversation led to discussion of more policies needed for these types of rentals. In regards to alcohol, beer and wine permitted with approval. Williams stated that 9:00pm should be the end time for public/private rentals. Kaminski will create more rental policies on various topics. After discussion, it was clear that some kind of building attendant is needed for public/private rentals. As a recommendation from Disch, a policy was written and presented by Kaminski about review and amendment of procedures. More policies will be presented in May and discussed.

5. Canoe/Kayak Launch Update – Schlieve updated the board on the newly installed canoe/kayak launch on Gateway Drive. This is the second launch of this kind within the City of Waupun. The other launch is located on Mill Pond across from Harris Mill Park. Schlieve discussed the possibility of a canoe/kayak rental machine and community support of this type of service. More information to come on this outdoor recreation activity.

#### FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

8. Change of date due to Memorial Day. Next meeting is Monday, May 20, 2024 at 5:30pm

#### ADJOURNMENT

Williams made a motion to adjourn, seconded by Nick, motion carries.

Respectfully submitted,

Rachel Kaminski, Recreation Program Director  
City of Waupun

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, May 13, 2024**

Meeting called to order by General Manager Brooks at 4:00 p.m.

Commissioners Present: Daane, Heeringa, Ledesma, Siebers, and Thurmer

Commissioners Absent with Notice: Homan and Kunz

Present: Mayor Bishop

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from April 8, 2024 meeting.

Motion by Heeringa, seconded by Siebers and unanimously carried, bills for month of April 2024 approved as presented.

On motion by Thurmer, seconded by Ledesma and unanimously carried, year-to-date financial reports through March 2024 approved as presented by Finance Director Stanek. Electric operating income was \$38,400. Water operating income was \$193,000. Sewer operating income was \$61,300.

General Manager Brooks provided an update on call-ins, projects, new software, upcoming events and trainings. Staff will conduct a group review of MEUW's Mutual Aid Community Resource Guide, walking through a mock emergency event so all employees know their roles and are familiar with necessary steps and protocol if an emergency event were to occur.

Treatment Facilities and Operations Superintendent Schramm provided an update on operations, training and maintenance completed by water/wastewater treatment facilities and water/wastewater distribution/collection staff. Training and transitioning of staff roles and responsibilities continues to be going well with the new ABNR treatment system. Distribution/collection staff have been performing leak detection surveys on the water distribution system with the help of loggers and correlators to help pinpoint leaks.

Mayor Bishop introduced incoming Commissioner Kambria Ledesma by Mayoral Appointment of Council Member to Utility Commission. Ledesma serves the City of Waupun as Alderman of District 3 on Common Council, Board of Parks and Board of Public Works. Ledesma received in place of Jason Westphal, Alderman District 1. Westphal served on Utility Commission for 6 years.

Election of officers held. On nomination by Thurmer, seconded by Daane and unanimously carried, Joe Heeringa re-elected Commission President. On nomination by Thurmer, seconded by Siebers and unanimously carried, Nate Daane re-elected Commission Vice President. On nomination by Siebers, seconded by Thurmer and unanimously carried, General Manager re-elected secretary, with option to designate minute taker.

Mayor Bishop presented the Mayor's Proclamation in recognition of 2024 Drinking Water Week, highlighting our dedicated water professionals whom provide the City of Waupun with the most delicious reverse osmosis treated drinking water.

General Manager Brooks presented the Governor's Proclamation dedicating May 22<sup>nd</sup> as Wastewater Professionals Appreciation Day in Wisconsin. Wastewater professionals statewide are being recognized and celebrated for their vital role they perform in their communities.

On motion by Ledesma, seconded by Daane and unanimously carried, meeting adjourned at 5:09 p.m.

The next regular commission meeting will be held on June 10, 2024 at 4:00 p.m.

Jen Benson

Office & Customer Service Supervisor



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, May 14, 2024 at 6:00 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:01pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

The Pledge of Allegiance is heard followed by a moment of silence.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

**Council Virtual:** Alderman Westphal

**Management in-person:** Attorney VandeZande, City Clerk/Treasurer Hull, Police Chief Rasch, Fire Chief Demaa, Library Director Jaeger, Public Works Director Daane, General Utility Manager Brooks, Finance Director Langenfeld

**Management Virtual:**

**Management absent and excused:** Administrator Schlieve, Utility Finance Director Stanek, Recreation Director Kaminski

**Audience in-person:** Jaedon Buchholz, Mike Beer, Jeni Maly

**Audience Virtual:** Andrea Jansen, Baker Tilly

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. Andreas Jansen, CPA, CFE Baker Tilly US, LLP - 2023 City of Waupun Audit Report**

Andrea Jansen, Partner of Baker Tilly, provides the 2023 audit report.

Motion Matoushek, second Siebers to accept the 2023 Audit Report. Motion carried 6-0 on roll call.

**RESOLUTIONS AND ORDINANCES:**

**2. Ordinance to amend Ch.18.04 Penalty Provisions**

Ordinance is provided for creating a level of compliance with our penalty provisions.

Motion Matoushek, second Ledesma to accept the first reading of the ordinance to amend Ch. 18.04 Penalty Provisions. Motion carried 6-0 on roll call.

**3. Ordinance to repeal and recreate Ch.8.08 Truancy**

Motion Matoushek, second Siebers to accept the first reading of the ordinance to amend Ch. 8.08 Truancy.

Motion carried 6-0 on roll call.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**4. Waupun Family Aquatic Center Pool Painting/Refinishing Proposals for Spring 2025**

Motion Ledesma, second Kunz to authorize the expense for the painting and refinishing of the Waupun Family Aquatic Center pool to be included in the 2025 City budget and to accept the proposal for the painting and refinishing of the Waupun Family Aquatic Center pool from Coplien Painting Inc. in the amount of \$31,130, spring of 2025. Motion carried 6-0 on roll call.

**5. SISP Traffic Signal Updates for Cabinets and Equipment to TS-2 for 2025**

Motion Siebers, second Matoushek to authorize the expense of upgrading the traffic signal cabinets for Main St./Madison St.; Main St./Watertown St.; and Main St./Gateway Dr. to be included in the 2025 City budget and to authorize the Public Works director to place order from TAPCO, the low sales quote without Omnia partner pricing, in the amount of \$77,923. Motion carried 6-0 on roll call.

## **CONSIDERATION - ACTION**

### **6. Patrol Lieutenant Job Description**

Due to Lieutenant vacancy, the Lieutenant job description has been updated to current duties reflective of the position.

Motion Kunz, second Matoushek to approve the updated Patrol Lieutenant Job Description. Motion carried 6-0.

### **7. Authorization for Use of City Land - Hero's Hunt for Veterans**

Motion Matoushek, second Siebers to approve the Hero's Hunt for Veterans 2024 Program using City land located at the City Garage Landfill, for hunting purposes. Motion carried 6-0.

### **8. Alternate Sculpture Selection for Placement at Corner of W Main St. and Fox Lake Rd.**

The original sculpture approved for the Horicon Bank site at the corner of W Main St. and Fox Lake Rd was sold. The sculpture "Narrow Escape", formerly "The Bird Watcher", is recommended for this location.

Motion Kunz, second Matoushek to approve the alternate sculpture, "Narrow Escape" to be located at the corner of W Main St and Fox Lake Road as part of the 2024-2025 Waupun Sculpture Tour. Motion carried 6-0.

### **9. Despirito Claim**

The city received a claim due to injuries allegedly sustained for a trip/fall incident on a city sidewalk. The claim was submitted to our insurance carrier, Cities and Villages Mutual Insurance Company, for investigation and recommendation. A recommendation to deny was received, as the City is meeting the required standard of care and had no prior notice of any problem or any knowledge of any dangerous condition on this area of sidewalk and the City is immune from liability under Wis. Stat. 893.80 (4) discretionary immunity.

Motion Matoushek, second Ledesma to deny the claim submitted by Melissa Despirito as recommended by the City's insurance carrier, Cities and Villages Mutual Insurance Company. Motion carried 6-0 on roll call.

### **10. Sale of City-Owned Property - 301 E Main St.**

Due to the construction of the Community Center, located on McKinley Street, the Economic Development Committee is recommending the sale of the senior center, located at 301 E Main Street. Closing of the sale would be held after relocation of the senior center to the community center. A draft RFP has been approved by the Economic Development Committee and provided for Council approval.

Motion Ledesma, second Kunz to authorize the sale of city-owned property, located at 301 E Main Street, in accordance with terms of Request for Proposal document. Motion carried 6-0 on roll call.

## **CONSENT AGENDA**

Motion Matoushek, second Kunz to accept the monthly Finance Report and approve the Consent Agenda. Motion carried 6-0 on roll call.

## **MAYORAL CORRESPONDENCE/PRESENTATIONS**

Mayor provides the departmental recognitions supporting National Public Works Week May 19-25 and National EMS Week May 19-25.

## **ADJOURNMENT**

At 7:01p, motion Kunz, second Ledesma to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, May 15, 2024**

The Waupun Public Library Board was called to order by Library Director Bret Jaeger at 4:30 p.m. on Wednesday, May 15, 2024. Present were Beer, Gehl, Martens, Schultz, Siebers, and Svec. Hintze and Sullivan were present via Zoom. Jaeger recorded minutes until election of Secretary/Treasurer.

Recognition given to Bev Martens and Marie Svec for being appointed by the mayor to the Library Board.

Recognition given to Dan Siebers for being appointed by the mayor to the Library Board as the city council representative.

**Election of officers** was moved up to this part of the agenda.

Motion by Svec, second Siebers, to nominate and elect Martens as President. Motion carried.

Martens led the meeting from this point on.

Motion by Gehl, second Martens, to nominate and elect Schultz as Vice-President. Motion carried.

Motion by Martens, second Schultz, to nominate and elect Svec as Secretary/Treasurer. Motion carried.

Svec took over responsibility of minutes.

**Minutes from Previous Meetings**

Motion by Siebers, second Beer, to accept the minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

None.

**Monthly Statistics**

April statistics reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Siebers, second Gehl, to pay the bills as presented. Motion carried 8-0 on roll call.

**Committee Reports**

Evaluation Committee will report in closed session.

**Librarian's Report**

Librarians report was reviewed.

**Old Business**

None.

**New Business**

Motion by Beer, second Hintze, to accept recommended revisions to the Tornado/Severe Storm Policy, including the deletion of "deaf/blind/disabled" language. Motion carried.

Motion by Siebers, second Sullivan, to set future meeting dates on the third Wednesday of the month at 4:30 p.m. Motion carried.



Motion by Siebers, second Svec, to accept the KI State Contract quote of \$29,708.22 for the WiggleRoom, and the Midwest Installation Services quote of \$5,700 for installation of WiggleRoom. Motion carried 8-0 on roll call.

**Closed/Open Session**

Motion by Siebers, second Martens, to go into closed session under Section 19.85(1)(c) of the Wisconsin Statutes for: “(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” Motion carried.

Motion by Beer, second Siebers, to go into open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried.

**Action from Closed Session**

Motion by Siebers, second Beer, to accept the performance review as presented. Motion carried.  
Motion by Martens, second Hintze, to accept the goals for the next year. Motion carried.

**Future meetings and gatherings involving the Library Board**

Next tentative meeting: Wednesday, June 19, 2024, at 4:30 p.m.

**Adjournment**

Motion by Siebers, second Martens, to adjourn at 5:45 p.m. Motion carried.

Marie Svec, Secretary  
MS/bkj



CITY OF WAUPUN  
BOARD OF REVIEW  
Minutes of Meeting- May 16, 2024

The Board of Review met in regular session on Thursday, May 16, 2024, at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Clerk Hull calls the meeting to order at 9:00am and takes the Roll Call.

Board of Review members present on roll call are Angie Hull (Clerk), Rohn Bishop, Andrea Torres, and Jan Harmsen. Members Richard Steinbach, Dylan Stein, and Steve Buchholz are absent and excused.

The audience present is City Assessor Bradley Murdock, Project Manager for Associated Appraisal.

Motion Harmsen to appoint Bishop as Chairman. No other nominations are heard. Nominations close. Motion Harmsen, second Torres to appoint Bishop as Chairman. Motion carried.

Motion Stein, second Torres to accept the June 7, 2024, Board of Review minutes. Motion carried.

Clerk informs the Board the statutory publication and posting requirements of Open Book and Board of Review are met.

The policy of Sworn Telephone or Written Testimony and Confidentiality of Information about Income and Expense required by the City Assessor in property assessment matters was previously adopted by the Board of Review.

Open Book which was conducted virtually by Bradley Murdock of Associated Appraisal on April 18, 2024.

Assessor submits the 2024 assessment roll to the Clerk along with the Assessor's sworn Oath of Office and Affidavit.

As no objectors made request for a scheduled appointment to appear before the Board and no audience is present to be heard, the tape recording is turned off and noted to be activated if an objector appears or at the close of the two-hour required session.

At 9:22am, Board Member Stein appeared at the meeting. At 9:35am, Board Member Buchholz appeared at the meeting.

At 10:59am the tape recording is activated.

At 11:00am, Chairman Bishop reconvened the meeting.

No objections were before the Board and heard.

Motion Buchholz, second Torres to conclude the two-hour session at 11:01am and adjourn the Board of Review for the year 2024. Motion carried.

Angela J. Hull, Board of Review Clerk



**MINUTES**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**WAUPUN SAFETY BUILDING - 16 E. MAIN STREET**  
**(LOWER LEVEL)**  
**Tuesday, May 28, 2024 at 5:30 PM**

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 5:30pm.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmariski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

**Council Absent/Excused:** Alderman Westphal

**Management in-person:** City Clerk/Treasurer Hull, Police Deputy Chief Sullivan, Fire Chief Demaa, Public Works Director Daane, General Utility Manager Brooks, Finance Director Langenfeld, Administrator Schlieve, Recreation Director Kaminski

**Management absent/Excused:** Attorney VandeZande, Utility Finance Director Stanek, Police Chief Rasch, Library Director Jaeger

**Audience in-person:** Jaedon Buchholz, Mike Beer, Cedar Corporation representatives Cory Scheilder and Kris Dressler

**CONSENT AGENDA**

Motion Matoushek, second Ledesma to accept the consent agenda. Motion carried 5-0 on roll call.

**DISCUSSION- INFORMATIONAL**

**3. Fire and EMS Staffing Study Operational Strategy**

Consensus needs: Fire/Safety future building needs, additional budget expense, needs/recruitment of additional staff/attract younger candidates, needs/concerns of ambulance services, wages, equipment. Next steps: Consideration of creating a Special Committee of Public Safety is agreed.

**4. Facility Needs**

Thoughts of stand-alone fire department, stand-alone police department, combined governmental services. Imperative that fire department is not relocated due to its centralized location of the city.

**5. Budget Workshop-Debt Planning & Utilization**

Reviewed future equipment and capital projects. Discussions of debt issuance/tax increase, relocate the projects to other years.

**6. Ordinance Pipeline**

Review of pending ordinances.

**ADJOURNMENT**

At 7:07pm, motion Ledesma, second Kunz to call the meeting adjourned. Motion carried 5-0.



# Waupun Police Department Monthly Report

May 2024

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## Staffing/Hiring Process

Our current staff level is 14 sworn personnel and 2 non-sworn personnel. We are currently hiring for 2 Patrol Officers and a Patrol Lieutenant.

Lieutenant Bobby Williams accepted the position of Lieutenant of Investigations and this transition will take place over the next couple of months.

Officer Jaret Knudson successfully completed his Probationary Period.

Officer Emma Effert successfully completed Field Training.

Officer Jon Cupery successfully completed Police Recruit Academy at Madison College and is currently in our Field Training Program. Chief Rasch attended the graduation.

Officer Dax Roberts successfully completed Police Recruit Academy at Fox Valley Technical College and is currently in our Field Training Program. Lt Kreitzman, Lt Williams, and DC Sullivan attended the graduation.

Officer in Training Kole Brice is currently attending Police Recruit Academy at Fox Valley Technical College.

## Community Engagement

Mock Crash Presentation at WAJSHS, Including CWC students  
National Day of Prayer Event – City Hall  
WBEV/Daily Dodge Community Comment Radio Show  
Community Corrections Relations Meeting at Fox lake Correctional  
Community Corrections Relations Meeting at Dodge Correctional  
Country Roads ATV/UTV Club Brat Fry – \$1,500+ raised for K9 Program  
Dodge County Drug Task Force Meeting  
FDL County Communications Review Board Sub Committee Meetings  
Fond du Lac County Law Executive Board Meeting  
Dodge County Law Enforcement Memorial Ceremony  
Memorial Day Parade

## Department Information

Digital Online Scheduling Program – Staff requested a mobile schedule and a program within our Microsoft Suit was located and tested. The program went live in June.

School Lockdown Drill – Completed at Central Wisconsin Christian School



# Waupun Police Department Monthly Report

May 2024

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Officer Halverson and K9 Jet completed and competed in the K9 Seminar at Jessifanny K9 Services. Approximately sixty K9 teams participated in the competition. K9 Jet and Officer Halverson placed in the top 5 in both the Open Area Narcotic Search and A Subject with a Weapon Apprehension.

Officer Dumke attended Sexual Assault Response Team training.

Officers Schnell, Navis, Effert, Knudson, Halverson, Dumke, Warner and Lt Kreitzman attended Spillman Flex training.

Lieutenant Williams attended FBI LEEDA Command Leadership Institute.

Deputy Chief Sullivan attended FBI LEEDA Command Leadership Institute.

Lieutenant Kreitzman attended CVMIC Retaining and Training.

Chief Rasch attended the Wisconsin FBINAA Annual Re-trainer.

## Open Records Requests

We are continuing to field a large number of open records requests. Due to the complexity of some of these requests we are beginning to track the amount of time it takes to complete these tasks.

January 2024 – 55

February 2024 – 47

March 2024 – 61

April 2024 – 51

May 2024 – 59

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

## Police Activity

Calls for Service: 763

Arrests: 29



# Waupun Police Department Monthly Report

May 2024

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Code Enforcement	Warnings	Citations
January	19	3
February	11	6
March	4	10
April	9	2
May	6	1

## Complex Investigations

WP2301169 Reckless Homicide investigation conclusion – Charges filed w/FDL Co. DA’s office; follow-up conducted w/drug testing and DNA collection and testing

WP2400707 Child Sexual Assault Allegations

WP2400777 Child Exploitation/Child Pornography case involving 14 yoa female and Snapchat messages exchanged w/adult male out of state

WP2400673 ICAC/Child Pornography case follow-up; interviewed male and confirmed self-production to TikTok

WP2400255 Sexual Assault investigation follow-up – evidence to Wisc. State Crime Lab for forensic analysis

WP2400266 Sexual Assault investigation follow-up – evidence to Wisc. State Crime Lab for forensic analysis

WP2400582 Burglary investigation follow-up w/victim

## Incidents

On 5/01/24 at approximately 6:01pm, Officer Halverson and K9 Jet were requested to assist the Ripon Police Department with a K9 sniff of a vehicle. K9 Jet alerted to the odor of controlled substances and the substances located were Heroin.

On 5/02/24 at approximately 9:18pm, police conducted a traffic stop in the 800 block of W Main St. A 29 year old man was taken into custody for Operating While Intoxicated and cited for Possession of Open Intoxicants. The man was later released to a responsible party.

On 5/04/24 at approximately 3:02am, police conducted a traffic stop in the 800 block of W Main St. A 33 year old man was cited for Operating w/out a Valid Driver’s License and Speeding.



# Waupun Police Department Monthly Report

May 2024

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On 5/04/24 at approximately 7:47pm, police responded to a residence on Roosevelt St for a report of a physical domestic disturbance. A 26 year old man was taken into custody for Disorderly Conduct and Obstructing an Officer. The man was transported to the Fond du Lac County Jail.

On 5/05/24 at approximately 8:02pm, police responded to a living facility on S Madison St for a report of a domestic disturbance. The suspect in the disturbance, a 27 year old man, was located in Fond du Lac County. The man was turned over to the Waupun Police Department and later transported to the Dodge County Jail on a charged of Disorderly Conduct.

On 5/06/24 at approximately 9:42pm, police conducted a traffic stop on S Madison St at Park Ave. A 24 year old man was cited for speeding, travelling 50 mph in a 25 mph zone.

On 5/06/24 at approximately 10:01pm, police responded to a residence in the 400 block of E Main St for a report of a domestic disturbance. A 21 year old man was taken into custody on a charge of Disorderly Conduct and a Probation Hold. The man was transported to the Dodge County Jail.

On 5/07/24 at approximately 4:59pm, police responded to a residence on E Lincoln St for a report of a domestic disturbance. A 48 year old man was taken into custody on charges of Disorderly Conduct, Resisting an Officer, and Battery to a Law Enforcement Officer. The man was also taken into custody on a Probation Hold and he was transported to the Dodge County Jail.

On 5/08/24 at approximately 4:11pm, police responded to a residence on Bly St for a report of a stolen motor cycle. The complaint is under investigation.

On 5/09/24 at approximately 6:06pm, police responded to the 200 block of Monroe St for a report of a suicidal subject. A 30 year old man was placed into protective custody and later transported to a mental health facility.

On 5/10/24 at approximately 3:14am, police conducted a traffic stop on E Main St at Young St. A 23 year old man was cited for Operating w/out A valid Driver's License and Speeding.

On 5/10/24 at approximately 10:52pm, police responded to an intoxicated driver complaint and made a traffic stop on W Main St at County Park Rd. A 45 year old man was taken into custody for Operating While Intoxicated 5<sup>th</sup> Offense and Felony Bail Jumping. The man was also cited for operating After Suspension. The man was transported to the Fond du lac County Jail.

On 5/11/24 at approximately 5:57pm, police conducted a traffic stop on W Main St at Zimmerman Ave. A 28 year old woman was cited for Possession of a Controlled Substance.

On 5/12/24 at approximately 1:54am, police responded to the 300 block of N Madison St for a disorderly conduct report. An unknown vehicle pulled into a residential driveway and proceeding to rev



# Waupun Police Department Monthly Report

May 2024

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its engine for a period of time to the point where exhaust popping was occurring, disturbing the neighborhood. The suspect, a 19 year old man, was later located and cited for Disorderly Conduct.

On 5/13/24 at approximately 5:06am, police conducted a traffic stop on Beaver Dam St at Hazel St. A 41 year old woman was cited for Speeding and Operating w/out Insurance. The woman was also taken into custody on a Fond du Lac County Warrant. The woman was transported to the Fond du Lac County Jail.

On 5/13/24 at approximately 10:34am, police responded to a child sexual assault complaint. A charge of 2<sup>nd</sup> Degree Sexual Assault of a Child is being referred to the Dodge County DA's Office against an 18 year old man.

On 5/14/24 at approximately 6:08am, police responded to a residence on Beaver Dam St for a theft of property complaint. The complaint is under investigation.

On 5/14/24 at approximately 7:10am, police responded to a residence on S Grove St for a report of a domestic disturbance. A 33 year old man was taken into custody on charges of Disorderly Conduct and Criminal Damage to Property. The man was transported to the Dodge County Jail.

On 5/15/24 at approximately 1:12am, police conducted a traffic stop on W Main St at Zimmerman Ave. A 33 year old man was cited for Operating After Suspension.

On 5/16/24 at approximately 9:34pm, police conducted a traffic stop on S Watertown St at Wilcox St. A 40 year old man was taken into custody for Operating While Intoxicated. The man was later released to a responsible party.

On 5/18/24 at approximately 12:31pm, police responded to a living facility on S Madison St for a report of a subject that harmed herself. A 59 year old woman was placed into protective custody and was transported to a mental health facility.

On 5/18/24 at approximately 3:39pm, police responded to the 400 block of E Franklin St for a report of suspicious activity. A 32 year old man was taken into custody on charges of Possession of Methamphetamine, Possession of Methamphetamine Paraphernalia, Felony Bail Jumping, and Misdemeanor Bail Jumping. The man was transported to the Fond du Lac County Jail.

On 5/19/24 at approximately 2:23am, police conducted a traffic stop on Fond du Lac St at N Watertown St. A 24 year old man was cited for Operating w/out a Valid Driver's License, Speeding, and Operating w/out Insurance. A charge of Misdemeanor Bail Jumping was also referred to the Fond du Lac County DA's Office against the man.

On 5/20/24 at approximately 6:32pm, police responded to the 600 block of W Main St for a report of a vehicle abandoned in a parking lot. Police identified the vehicle was stolen out of Sun Prairie. The vehicle was towed from the scene and later returned to its owner per Sun Prairie Police Department.





# Waupun Police Department Monthly Report

May 2024

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On 5/22/24 at approximately 12:11am, police responded to a business in the 400 block of E Main St for a report of a male subject trying to sell cocaine to a patron. The male subject left the scene prior to police arriving. Police conducted a traffic stop on the vehicle the suspect was said to be operating and located the 36 year old male suspect. The man was taken into custody on charges of Possession w/the Intent of Delivering Cocaine, Resisting/Obstructing an Officer, Operating After Revocation, and 2 counts of Misdemeanor Bail Jumping. The man was also cited for Operating While Intoxicated 1<sup>st</sup> Offense and Possession of Open Intoxicants. The man was transported to the Dodge County Jail.

On 5/22/24 at approximately 7:32pm, police responded to a residence on W Main St for a warrant pick up. A 37 year old man was taken into custody on a Probation and Parole Warrant. The man was transported to the Dodge County Jail.

On 5/26/24 at approximately 7:40am, police conducted a traffic stop on W Main St at N West St. A 19 year old man was cited for Operating /out a Valid Driver's License.

On 5/29/24 at approximately 9:51pm, police responded to a residence on Tanager St for a welfare check. A 48 year old woman was placed into protective custody and transported to a mental health facility.

On 5/29/24 at approximately 11:10pm, police responded to a residence on Pleasant Ave for a report of a Restraining Order Violation. A 48 year old man was taken into custody on 5/30/24 for the violation and transported to the Dodge County Jail.

On 5/31/24 at approximately 10:06pm, police responded to a residence on S State St for a damage to property complaint. A 55 year old man was taken into custody on a Probation and Parole Warrant, Disorderly Conduct, and Criminal Damage to Property. The man was transported to the Dodge County Jail.

Chief of Police  
Jeremy Rasch

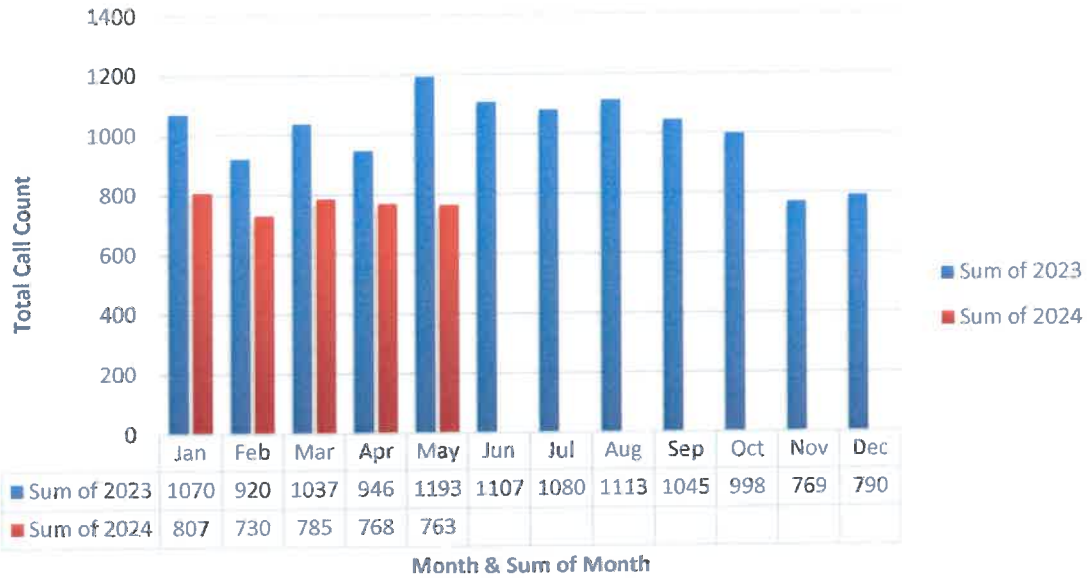


# May 2024



## Monthly Call Volume Report

### Monthly Call Volume 2023 - 2024



Call Volume Monthly 2023 - 2024			
Month	2023	2024	Percent Difference
January	1070	807	-24.6%
February	920	730	-20.7%
March	1037	785	-24.3%
April	946	768	-18.8%
May	1193	763	-36.0%
June	1107		
July	1080		
August	1113		
September	1045		
October	998		
November	769		
December	790		
<b>Grand Total:</b>	<b>12,068</b>	<b>3,853</b>	

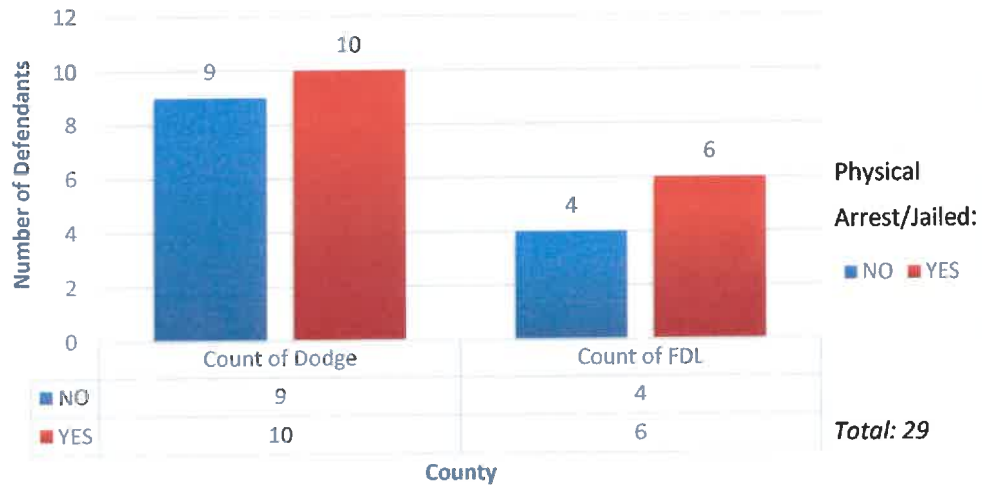


# May 2024



## Request for Charges & Physical Arrest Report

### Request for Charges & Physical Arrests May 2024





# Waupun Police Department Total Call Report



**From: May 01, 2024 To: May 31, 2024**

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	27		ELDER ABUSE/NEGLECT	1
	ABANDONED VEHICLE	4		EXTRA PATROL	40
	ACCIDENT	12		FOLLOW UP	28
	ACCIDENT W/INJURY	2		FOOT PATROL	3
	AMBULANCE	60		FOUND ANIMAL	5
	ANIMAL ABUSE	2		FOUND ANIMAL CLAIMED	1
	ANIMAL BITE	2		FOUND PROPERTY	5
	ANIMAL COMPLAINT	13		FRAUD COMPLAINT	3
	ASSIST AGENCY	10		FUNERAL ESCORT	2
	ASSIST CITIZEN	29		GAS DRIVE OFF	1
	ASSIST MOTORIST	1		HARASSMENT	3
	ATTEMPT TO LOCATE	4		HIT AND RUN	4
	AUTO THEFT	3		HOUSE WATCH REQUEST	5
	BUILDING CHECK	30		INFORMATION TO DOCUMENT	10
	CAR VS DEER	1		INTOXICATED DRIVER	1
	CHECK WELFARE	14		INTOXICATED SUBJECT	1
	CHILD ABUSE/NEGLECT	1		INTRUSION ALARM	2
	CHILD CUSTODY	6		JUVENILE PROBLEM	10
	CIVIL PROBLEM	2		LITTERING	2
	COURT ORDER VIOLATION	2		LOITERING	1
	DEPARTMENT K9 DOG	1		LOST ANIMAL	2
	DIRECTED AREA PATROL	134		LOST ANIMAL LOCATED	2
	DISABLED VEHICLE	1		NEIGHBOR DISPUTE	1
	DISORDERLY CONDUCT	9		NOISE COMPLAINT	7
	DOMESTIC	4		NOTIFY MED EXAMINER	2
	DRUGS/NARCOTICS	2		OFFICER STANDBY	4



# Waupun Police Department Total Call Report



**From: May 01, 2024 To: May 31, 2024**

WP	ORDINANCE VIOLATION	11
	PARKING ENFORCEMENT	11
	PATROL ASSIST FIRE	17
	PORNOGRAPHY	1
	PRISONER TRANSPORT	1
	RAILROAD COMPLAINT	1
	RECKLESS DRIVER	4
	REPOSSESSION	4
	RESTRAINING ORDER VIOLATION	3
	RUNAWAY	2
	SCAM COMPLAINT	3
	SEXUAL ASSAULT	2
	SHOPLIFTER	1
	SPECIAL ASSIGNMENT	12
	SUBJECT STOP	1
	SUSPICIOUS ACTIVITY	16
	SUSPICIOUS VEHICLE	4
	TAVERN CHECK	26
	THEFT	4
	THREATS COMPLAINT	3
	TRAFFIC ENFORCEMENT	5
	TRAFFIC PROBLEM	2
	TRAFFIC STOP	91
	TRUANCY	5
	VANDALISM	5

WP	VEHICLE LOCKOUT	2
	WEATHER RELATED INFO	4
	Total	763
<b>Total</b>		<b>763</b>

LIBRARY	MONTHLY REPORT June 2024
Subject	Summary
Statistics	Through the end of May, the library circulated/downloaded/loaned 58,671 items, and 22,254 people walked through our doors. Program attendance is up 15%, drive-up service window transactions up 27%.
Summer Reading Program	Summer Kick Off Party with Waupun Parks & Rec was May 30. Registration for the Summer Reading Program starts June 10, with the first performer program, Mischief & Magic, scheduled for June 11 at 1 p.m. June 19 the performer will be Smarty Pants & the Big Balloon Show at 1 p.m., and the June 27 performer will be the Bluey Song & Dance Show at 11 a.m. July events include a puzzle race on July 3 at 1 p.m., Science Heroes program on July 10 at 1 p.m., and the Carnival Finale in the parking lot on July 19 from 4 – 6 p.m.
Other programs in June	On June 18 we will be hosting a flower workshop, and a monthly Game Night is scheduled June 24 from 5 – 7 p.m.



**RECREATION DEPARTMENT**  
**MONTHLY REPORT TO COMMON COUNCIL – June 11, 2024**

<b>Activity/Project</b>	<b>Status</b>	<b>Notes/Other</b>
Senior Center Attendance – May	1,496 participants signed in Average daily attendance - 68 participants	Open 22 days Closed May 30 for late morning and afternoon activities
Senior Center Rentals – May	1 rental	4 rentals in May 2023
Senior Center Meals – May	Serving Monday – Wednesday 58 Indoor Dining Meals  Serving Monday – Friday 107 Mobile Meals	Average daily attendance indoor dining – 4 meals  Average daily attendance – 4 meals (FdL County only)
Senior Center Special Activities/Events – May	<ul style="list-style-type: none"> <li>• May 7 – Microwave Cooking by FdL County ADRC</li> <li>• May 14 – Spice Up Your Meals by FdL County ADRC</li> <li>• May 21 – Medication Review by SSM Health</li> <li>• May 28 – ABCs of Long-term Care by SSM Health</li> </ul>	16 participants 8 participants 2 participants 4 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>• June 7 – Friday Senior Swim Starts</li> <li>• June 14 – Fishing Tournament</li> <li>• June 20 – Yoga in the Park</li> <li>• Rachel on vacation June 25 - 28</li> </ul>	Building open with volunteers
Waupun Family Aquatic Center Update	Opened June 1 As of 6/6/24 <ul style="list-style-type: none"> <li>• Family Passes Sold Online: 34</li> <li>• Individual Passes Online: 3</li> <li>• Family Passes Sold In-Person: 40</li> <li>• Individual Passes Sold In-Person: 5</li> </ul>	Swim Lessons start on 6/17  Camp Waupun visiting each Friday for field trip
Park Program Update	<ul style="list-style-type: none"> <li>• Park Leader Macy Hopp</li> <li>• Park Leader Aubrey Farley</li> <li>• Park Leader Gracie Plonsky</li> <li>• Park Leader Substitute – Brynn Bille</li> <li>• Summer Kick-Off Party was on May 30 at West End Park from 5-7pm</li> <li>• Park Program started on June 3</li> <li>• June 6 – Bike Rodeo</li> <li>• June 21 – Field Trip to Canoe/Kayak on Beaver Dam Lake</li> </ul>	Pine Street Park Dodge Park West End Park  ~450 participants  54 participants registered as of 6/3/24. 125 participants registered as of 6/6/24.
Camp Waupun Update	<ul style="list-style-type: none"> <li>• 9 registered participants for Week 1 (June 3 – 7)</li> </ul>	Participants can sign up weekly or for more weeks at a time
Park Shelter Rentals - May	Rentals in May 2024 Dodge Park – 2 Harris Mill Park – 2 McCune Park – 1 West End Park – 3 Wilcox Park – 2	Rentals in May 2023 Dodge Park – 2 Harris Mill Park – 1 McCune Park – 1 West End Park – 1 Wilcox Park – 0

**DPW Project Listing**  
**5/1/2024 - 5/31/2024**

Task	Description
<b>Building Maintenance</b>	
Ice Arena	Door locks, barricades
City Hall	Water leak in boiler room
Safety Building	roof leak
Other duties	turn boilers off, fix lights, light poles, check eyewash stations
<b>Development</b>	
	Food Truck Alley, Community Garden
<b>Equipment</b>	
	Vehicle Maintenance, clean trucks
<b>Events</b>	
	Toy & Tractor Show, City Hall Events, Statue Tour, Celebrate Waupun, Memorial Day Parade
<b>Garbage/Recycling</b>	
	Parks and downtown garbage
<b>Mowing</b>	
	Parks, buildings, ballfields, cut ditches
<b>Park Maintenance</b>	
Aquatic Center	Pressure wash pool, put umbrellas up, ladders and railings, paint pool, stain entryway of main building, fill pool, pool setup, chemicals, baskets, change filters, check supplies
Parks & Ball Diamonds	pickup garbage at parks, and baseball fields. Also clean bathrooms, line and drag baseball and softball fields, weed eat, water flowers, rake fields, paint foul lines and batter boxes, replaced nets on basketball hoops, backstop fences, new PA system for Schlieve Field, pitching rubber on mound, inspect park bathrooms.
<b>Salt</b>	
	calculating salt totals
<b>Storm Damage</b>	
	Boardwalk, barricades, chip brush, clean inlets, sweep streets, brush pick-up
<b>Storm Sewer</b>	
	Street Sweeping
	diggers hotline tickets
	Clean Inlets
<b>Street Maintenance</b>	
	Load trucks, fill pitholes, barricades, detour
<b>Training</b>	
	IworQ Training
<b>Trees</b>	
	Remove tree
	water the 10 new trees at mccune park
	water the 10 new trees at mccune park
<b>Yard Waste</b>	
	Solid Waste Compost Inspection
	Haul Brush
	Turn Compost/Check Temperature



Work Order Report  
05/01/2024 - 05/31/2024

Task	# of Work Orders	Employee Hours	Employee Cost	Equipment Cost	Material Cost	Total Cost
Building Maintenance	11	57.00	\$2,403.87	\$487.65	\$271.37	\$3,162.89
Development	16	315.00	\$13,752.55	\$16,792.90	\$1,863.68	\$32,409.13
Equipment / Vehicle Maintenance	18	33.00	\$1,424.19	\$0.00	\$3,297.72	\$4,721.91
Events	13	42.75	\$1,713.54	\$867.05	\$0.00	\$2,580.59
Garbage / Recycling / Bulk Pick-Up	1	2	\$81.74	\$16.58	\$0.00	\$98.32
Mowing	32	418.50	\$16,742.15	\$15,133.84	\$0.00	\$31,875.99
Park Maintenance	68	432.00	\$11,438.25	\$4,552.88	\$663.92	\$16,655.05
Signs	1	4	\$147.18	\$0.00	\$0.00	\$147.18
Snow/Ice Removal	1	3	\$144.60	\$0.00	\$0.00	\$144.60
Storm Damage	10	197.25	\$7,910.02	\$8,460.59	\$1,452.48	\$17,823.09
Storm Sewer	32	168.00	\$6,866.43	\$15,665.50	\$0.00	\$22,531.93
Street Maintenance	17	108.00	\$4,287.54	\$3,550.59	\$902.16	\$8,740.29
Training	1	4	\$128.22	\$0.00	\$0.00	\$128.22
Trees	3	15.00	\$613.20	\$634.96	\$0.00	\$1,248.16
Yard Waste	4	28.00	\$1,132.14	\$2,338.72	\$0.00	\$3,470.86
	<b>228</b>	<b>1,827.50</b>	<b>\$68,785.62</b>	<b>\$68,501.26</b>	<b>\$8,451.33</b>	<b>\$145,738.21</b>

**Code Enforcement**

Weed Notices	38
Grass Clippings In Street	2
Yard Waste In Terrace	2



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: June 10, 2024  
SUBJECT: General Manager Report

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### MEUW Annual Conference

- Jeff Stanek and I attended the 94<sup>th</sup> annual MEUW conference in May, hosted by Marshfield Utilities.
- Tom Still from Wisconsin Technology Council shared his insights on economic trends to watch in Wisconsin. Michael Nolan, President of MJN Consulting gave an interesting presentation about national legislative updates.
- Director of Research and Development from American Public Power Association, Paul Zummo, shared current areas of focus around emerging technology trends in the utility industry, including renewable generation, low emission resources, carbon capture and storage.
- Dairyland Power Cooperative's (DPC) Vice President of Generation shared DPC's experience with and potential future with small modular nuclear reactors, discussing the value proposition, siting considerations, and challenges the industry faces.

### Safety Award

- Waupun Utilities received the MEUW Safety Achievement Award "Gold Category" for 2023 in recognition of our commitment and dedication to establishing a strong safety culture and safe work practices. Utilities receive recognition for their dedication to employees on the job focus, following safety rules, and watching out for one another. This award also acknowledges the commitment of utility management and governing boards to creating an environment that supports safe operations.

### Annual Performance Reviews

- Employee performance reviews have been sent out to staff to complete the self-evaluation and goals sections. Management is scheduling individual appointments to meet with each employee to complete the evaluations.
- The General Manager performance review will be completed by Commission President (Joe Heeringa). Joe will have an opportunity to meet with staff to gather information on my performance over the past year. After the evaluation, Joe will share information with Utility Commission. If you have any questions or concerns, please reach out to Joe or myself.

### Outage Management System

- Waupun utilities staff working with WPPI to customize the Outage Management System.

### City of Waupun/Waupun Utilities Employee Picnic

- City of Waupun and Waupun Utilities employees gathered on May 30<sup>th</sup> for a picnic/recognition event held at the Waupun Baseball Complex. The event consisted of lunch, bingo, axe throwing, bean bag toss tournament, team trivia, and recognition for years of service. The following Waupun Utilities employees received certificates for years of service: Darren Brummond (10 years), Chad Flegner (20 years) and Steve Brooks (25 years).

### WPPI Regional Power Dinner

- Mayor Bishop joined Waupun Utilities staff in attending the Regional Power Dinner on June 5<sup>th</sup>. Several member utilities gathered to network and discuss electric industry issues and key initiatives. WPPI CEO Mike Peters provided an update on power supply. He also talked about the American Transmission Company and the build-out necessary in the next 5-10 years, and how purchased power cost will be affected.

This concludes my report for June 2024. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Owen VandeKolk, Assistant Electric Operations Supervisor  
DATE: June 4, 2024  
SUBJECT: Electric Operations Report

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## Electric Department Update:

### Call-Ins

- On Tuesday May 21<sup>st</sup> at approximately 8:30 pm, strong thunderstorms passed through Dodge and Fond du Lac counties. The strong winds and lightning caused problems throughout WU's service territory. A total of 163 customers experienced prolonged outages.
- Listed below is a high-level recap of the restoration process from May 21<sup>st</sup> storm event:
  - Several power outages were reported. Electric department staff reported to the main office.
  - Office staff reported to help with customer communication and organize information for operations staff.
  - Water/Sewer crew were called to help with the event and check alarms at lift stations.
  - WWTP staff reported to the plant to troubleshoot several SCADA alarms that were reported.
  - As operations staff assessed damage and prioritized outages, electric department staff reported to downed wire calls.
  - Power restoration process started in the Wilcox, Carrington, W. Jefferson, W. Brown area.
  - Mutual aid requests were made.
    - Juneau Utilities and Columbus Water & Light each sent a two-man bucket crew to assist.
      - Crews arrived approximately 11:00 pm Tuesday night.
  - Two 3 phase poles were broken on Feeder 2 fed from the Main substation. The section of line was isolated and the Feeder was re-energized, restoring power to critical infrastructure including the Safety building, City Hall, and other commercial customers at approximately 12:47 am.
  - Crews worked on removing trees and debris to gain access to the broken poles located in the back lot line of the 300 blocks of W. Main and W. Franklin Street.
    - This section of line is extremely difficult to access with equipment.
  - Other WU crews worked on an outage in the Grace and Elm Street area to restore power.
  - Calls continued to come into the office reporting down service wires and trees on wires.
    - Staff worked to prioritize calls.
  - Request for an additional two-man bucket crew was made to Hartford Utilities.
    - The crew arrived approximately 10:00 am Wednesday.
  - After crews finished replacing poles and conductors on Feeder 2, the line was re-energized Wednesday afternoon at approximately 12:50 pm. Transformers and single-phase taps fed from Feeder 2 were re-energized.
    - Power was restored to all customers except those who needed electricians to repair their service equipment before WU could restore power.
    - Crews spent the remainder of day re-energizing customer's services once electrician completed repairs.
  - WU staff was released at 4:15 pm. on Wednesday, May 22<sup>nd</sup>.
- On Thursday May 23<sup>rd</sup> at approximately 4:45 pm, a call came from the answering service about a low hanging wire on Newton Ave. Two crew members responded to reattach an open-wire neutral that broke free from pole-to-pole in the back lot. The repair required crew to notify all affected customers that an outage was necessary to make repair. Outage affected 7 customers.

### United Coop

- The 1500KVA transformer that failed on May 5<sup>th</sup> is covered by a one-year warranty and will be credited to our account with the vendor.

### Level 3 EV Charger

- Primary wire is pulled in for EV charger at Homan Chrysler Dodge Jeep Ram. Waiting for contractor to install transformer pad.

### Senior/Community Center

- New service energized on May 13<sup>th</sup>.
- WU will be working with general contractor for placement of the pad-mount transformer and secondary pole to feed backlot.

### McKinley/Grandview Backlot Rebuild

- Crew started setting new poles in the 400 & 500 block of McKinley St and Grandview Ave as part of a scheduled rebuild project.

### 700 Block of Grace/Visser

- During May 21<sup>st</sup> storm event, a pole was broken off in the 700 block of Grace St and Visser Ave. A crew replaced the pole on May 23<sup>rd</sup>. As part of the pole replacement, crew will also replace the other pole in the block and reconductor the two spans feeding 8 homes on the block.

### UtiliSync

- UtiliSync locating software is live and being used by WU electric and water/sewer dept. WU is solely on UtiliSync for emergency and 24-hour tickets eliminating several duplicate emails from Diggers Hotline to save money on ticket transmission charges.

### WPPI GIS Shared Services

- Assistant Electric Supervisor has had 2 one-hour trainings sessions. As part of the training, the GIS support specialist is sent away with improvements to be made to electric system map.

### Mutual Aid Resource Guide

- On May 29<sup>th</sup>, all employees from main building gathered for review of the Mutual Aid Community Resource Guide.

This concludes my report for June 2024. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: June 6, 2024  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

The 500,000-gallon underground reservoir had an interior washout inspection. No deficiencies were noted. Storage facilities serving public water systems are required to be inspected and maintained every three years. Inspections must be inspected by a certified firm and registered professional engineer. The inspection/maintenance shall include removal of sediment and biofilm prior to evaluation of structural, mechanical and coating systems.

The city completed filling County Park pool. A total of 294,000 gallons was used to complete this task over a 3-day period.

### **Wastewater Treatment Facility:**

Staff was called in to make operational changes due to the storm event detailed below.

- On May 21<sup>st</sup> the city received 3.94" of rain; 1.81" of the 3.94" was received in a 20-minute period. The Rock River was at 64 cfs or 2.2 feet to 486 cfs or 5.7 feet within 6 hours.
- Normal influent flow is 1,100 gpm or 1.5 million gallons per day. At the peak of this event, the influent flow was 5,300 gpm or 7.7 million gallons per day.
- Treatment facility did not experience any biological or mechanical issues due to this storm event.

Rock River Intermediate School brought several classes for tours. Students have been learning about the water cycle and water and wastewater resource management.

Training and transitioning of staff roles and responsibilities into the new ABNR treatment system continues and has been going well.

### **Distribution and Collection System:**

Staff was called in to maintain lift stations and assist electric department with materials and wrecking out of poles.

**Distribution and Collection System Continued:**

A section of a customer's sanitary lateral on Grove St. collapsed. Concluding an investigation, replacement of the damaged sections was required and completed.

Michels Corp bored through a customer's water service on Fond du Lac St. Staff made necessary repairs and returned service to the customer.

Staff relocated a conflicting hydrant on Shaler Dr. for the new truck wash.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 920-324-7920 or [sschramm@waupunutilities.org](mailto:sschramm@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: June 10, 2024  
SUBJECT: April 2024 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

The electric utility began construction in April incurring costs for underground installation services associated with the new Senior Center and continued work on the United Cooperative project. The electric utility also purchased a 1,500 kVa transformer for \$64,300 which was returned due to a component failure. The utility received a credit from its supplier in May 2024.

For plant additions, the water/sewer utilities split the cost of a \$176,000 replacement backhoe, the water utility spent \$54,950 to replace a scale inhibitor & sodium bisulfite equipment at the water treatment facility and the three utilities split the cost of a \$5,085 office printer replacement.

## MONTHLY OPERATING RESULTS – April 2024 Monthly and Year-To-Date (YTD)

### Sales

#### Electric

- Monthly kWh sales were **1.3% above** budget & **2.7% higher** than April 2023 on increased sales to Large Power customers.
- YTD kWh sales were **1.3% above** budget & **2.7% higher** than April 2023 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **8.0% above** budget & **4.6% higher** than April 2023 sales on higher sales to Industrial customers.
- YTD water sales were **9.4% above** budget & **8.1% higher** than April 2023 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **0.9% below** budget & **0.9% lower** than April 2023 from decreased volumes to public authority customers.
- YTD sewer sales were **4.3% above** budget & **4.3% higher** than April 2023 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$212,100 and \$220,200, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$8,100 **above** budget as a result of lower market energy prices.
- Operating expenses were \$46,900 **above** budget primarily due to higher tree trimming costs than budgeted.
- Operating income was \$66,500 or \$39,300 **above** budget on higher other operating revenues than budgeted.



- Net income was \$267,700 or \$248,500 *above* budget primarily from lower than budgeted purchased power expenses and \$152,700 in non-operating capital contributions received.
- The rolling 12-month Rate of Return was 5.5%.

#### Water

- Operating revenues were \$31,900 *above* budget due to overall higher consumption for industrial customers.
- Operating expenses were \$80,000 *above* budget due to the replacement of RO membranes at the water treatment facility for \$97,000. These costs were originally budgeted as capital costs vs maintenance cashflows.
- Operating income was \$166,900 or \$32,900 *below* budget due to the replacement RO membranes installed during the month.
- Net income was \$186,100 or \$27,400 *above* budget.
- The rolling 12-month Rate of Return was 5.4%.

#### Sewer

- Operating revenues were \$189,700 *below* budget as forecasted biomass revenues have not commenced as budgeted.
- Operating expenses were \$114,700 *below* budget due to lower than anticipated “start-up” costs associated with the ABNR process.
- Operating income was \$59,300 or \$86,700 *below* budget.
- Net income was \$326,200 or \$406,500 *below* budget largely due to the lack of biomass revenues and the timing and dollar value of grant contributions compared to budget. Without the grant contributions net income was \$3,900 or \$46,100 *below* budget.
- The rolling 12-month Rate of Return was 5.0%.

### **Balance Sheets**

#### Electric

- Balance sheet *increased* \$32,600 from March 2024 due to an increase in receivable collections from the prior month.
- Unrestricted cash *increased* \$167,000 as a result of increased collections.
- Net position *increased* by \$42,300.

#### Water

- Balance sheet *decreased* \$13,000 from March 2024 due to the purchase of RO membrane replacements at the water treatment facility.
- Unrestricted cash *decreased* \$38,100 from March 2024 as a result of the increased maintenance expenses experienced during the month.
- Net position *decreased* by \$20,800.

#### Sewer

- Balance sheet *increased* \$331,700 from March 2024 due to the receipt of a grant funding payment during the month of \$322,200.
- Unrestricted cash *increased* \$12,100 from normal operating activity including monthly transfers of restricted debt payment reserves.
- Net position *increased* \$310,000 from the grant proceeds received.

## Cash and Investments

The monthly metrics dashboard for cash and investments provides a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$299,600 or **(2.7%)** from March 2024 primarily from routine operating activities.
- Received interest and distributions of \$23,300 and recorded unrealized negative market adjustments of (\$4,900), along with (\$600) in management fees, resulting in a net portfolio *gain* of \$17,900 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$48,000 and \$149,700 year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

<b>Total Project Budget</b> <i>(As of 4/14/2023):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 6/4/2024):</i>	<b>\$ 35,472,288</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 6/4/2024):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 6/4/2024):</i>	<b>\$ 7,529,860</b>
<b>Disburse Request #33 Requested</b> <i>(4/9/2024):</i>	<b>\$ 322,246</b>
<b>Disburse Request #33 – Paid</b> <i>(4/22/2024):</i>	<b>\$ 322,000</b>

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstaneke@waupunutilities.org](mailto:jstaneke@waupunutilities.org) with any questions or comments.



## MONTHLY FINANCIAL REPORT 2024

### January

Revenues	Expenses

### February

Revenues	Expenses
\$46,984 Payment for Municipal Services (\$27,984 more than budgeted for)	
\$43,510.65 interest income over budget	

### March

Revenues	Expenses
\$250,000 Donation to Community Center Stone Family Foundation	

### April

Revenues	Expenses

### May

Revenues	Expenses
\$50,679 Recycling Grant Received	

**CITY OF WAUPUN MONTHLY FINANCIAL REPORT**

May 31, 2024



<b>FUND 100</b>					<b>% of Year Past</b>
<b>General Operations Fund</b>					<b>42%</b>
	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Taxes	51,632	1,580,632	2,279,125	(698,493)	69.35
Special Assessments	135	217	100	117	217.17
Intergovernmental Aids	45,679	432,297	3,970,768	(3,538,471)	10.89
Licenses and Permits	12,915	14,752	55,230	(40,478)	26.71
Penalties, Forfeitures	3,551	20,058	42,500	(22,442)	47.19
Public Charges for Service	5,289	133,589	299,143	(165,554)	44.66
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	5,267	208,608	62,500	146,108	333.77
Special Funds Activity	-	-	190,701	(190,701)	0.00
<b>TOTAL REVENUE</b>	<b>124,468</b>	<b>2,390,154</b>	<b>6,900,067</b>	<b>(4,509,913)</b>	
<b>EXPENDITURES</b>					
General Government	94,751	577,086	1,481,040	(903,954)	38.96
Recreation	32,367	117,629	802,351	(684,721)	14.66
Assessor/Inspector	3,200	16,001	40,500	(24,499)	39.51
Police	252,892	941,880	2,540,805	(1,598,925)	37.07
Fire	30,529	149,166	571,498	(422,331)	26.10
Public Works	129,352	651,949	1,674,638	(1,022,689)	38.93
Economic Dvlp/Admin	87,127	104,108	22,235	81,873	468.22
<b>TOTAL EXPENDITURES</b>	<b>630,219</b>	<b>2,557,819</b>	<b>7,133,067</b>	<b>(4,575,248)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(505,750)</b>	<b>(167,666)</b>	<b>(233,000)</b>		
<b>FUND 210</b>					
<b>Library Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	448,707	553,896	(105,189)	81.01
Interest/Dividends/Grants	-	224,606	216,625	7,981	103.68
Fees	164	920	700	220	131.43
Revenue/Donations	-	10,901	5,000	5,901	218.02
<b>TOTAL REVENUE</b>	<b>164</b>	<b>685,134</b>	<b>776,221</b>	<b>(91,087)</b>	
<b>EXPENDITURES</b>					
Library Expenses	96,296	299,778	776,221	(476,443)	38.62
Transfer Out - Capital Fund	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>96,296</b>	<b>299,778</b>	<b>776,221</b>	<b>(476,443)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(96,133)</b>	<b>385,357</b>	<b>-</b>		

**FUND 220****Grants and Donations Fund**

	5/31/2024 Month Activity	5/31/2024 YTD Actual	5/31/2024 Budget Amount	5/31/2024 Over/(Under)	Percent
<b>REVENUE</b>					
Federal Grants	-	49,976	-	49,976	0.00
State/Misc Grants	4,629	318,884	6,010	312,874	5305.89
<b>TOTAL REVENUE</b>	<b>4,629</b>	<b>368,860</b>	<b>6,010</b>	<b>362,850</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	-	-	-	-	0.00
Police Grants	412	642	-	642	0.00
Fire/EMR Grants	-	-	-	-	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>412</b>	<b>642</b>	<b>6,000</b>	<b>(5,358)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>4,217</b>	<b>368,218</b>	<b>10</b>		

**FUND 230****Building Inspection Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	-	-	-	0.00
Building Permits	2,389	19,468	75,000	(55,532)	25.96
Fees	1,140	5,390	9,500	(4,110)	56.74
<b>TOTAL REVENUE</b>	<b>3,529</b>	<b>24,858</b>	<b>84,500</b>	<b>(59,642)</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	8,383	24,151	76,825	(52,674)	31.44
<b>TOTAL EXPENDITURES</b>	<b>8,383</b>	<b>24,151</b>	<b>76,825</b>	<b>(52,674)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(4,854)</b>	<b>708</b>	<b>7,675</b>		

**FUND 300****Debt Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	657,880	812,105	(154,225)	81.01
Funds Applied	-	617	1,000	(383)	61.67
Transfer in Other Funds	79,219	224,488	1,005,937	(781,449)	22.32
<b>TOTAL REVENUE</b>	<b>79,219</b>	<b>882,985</b>	<b>1,819,042</b>	<b>(936,057)</b>	
<b>EXPENDITURES</b>					
2021 Street Project P&I	-	9,450	133,900	(124,450)	7.06
Principal and Interest Payments	101,381	482,026	1,685,142	(1,203,116)	28.60
<b>TOTAL EXPENDITURES</b>	<b>101,381</b>	<b>491,476</b>	<b>1,819,042</b>	<b>(1,327,566)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(22,163)</b>	<b>391,509</b>	<b>-</b>		

<b>FUND 400</b>					
<b>Capital Fund</b>					
	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	275,431	340,000	(64,569)	81.01
Sidewalks	247	609	-	609	0.00
State Shared Revenue/Exp. Restr.	-	1,506,099	2,561,877	(1,055,778)	58.79
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	8	8,613	8,000	613	107.66
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
<b>TOTAL REVENUE</b>	<b>255</b>	<b>1,791,252</b>	<b>3,143,887</b>	<b>(1,352,634)</b>	
<b>EXPENDITURES</b>					
City Hall	-	75	86,300	(86,225)	
Recreation	334,039	1,756,840	2,786,500	(1,029,660)	63.05
Public Safety	-	-	50,000	(50,000)	0.00
Library and DPW	-	-	-	-	0.00
Streets	1,238	3,651	256,000	(252,349)	1.43
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>335,277</b>	<b>1,760,567</b>	<b>3,178,800</b>	<b>(1,418,233)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(335,021)</b>	<b>30,686</b>	<b>(34,913)</b>		

<b>FUND 404</b>					
<b>Business Park Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases	-	5,327	10,453	(5,126)	50.96
<b>TOTAL REVENUE</b>	<b>-</b>	<b>5,327</b>	<b>10,453</b>	<b>(5,126)</b>	
<b>EXPENDITURES</b>					
Operating	672	5,386	10,000	(4,615)	53.86
<b>TOTAL EXPENDITURES</b>	<b>672</b>	<b>5,386</b>	<b>10,000</b>	<b>(4,615)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(672)</b>	<b>(58)</b>	<b>453</b>		

**FUND 405**  
**TID 3 Fund**

	<i>5/31/2024</i> <i>Month Activity</i>	<i>5/31/2024</i> <i>YTD Actual</i>	<i>5/31/2024</i> <i>Budget Amount</i>	<i>5/31/2024</i> <i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	133,349	192,642	(59,294)	69.22
PILOT	-	6,023	9,000	(2,977)	66.92
Grants	-	-	50,000	(50,000)	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	139,372	251,642	(112,270)	
<b>EXPENDITURES</b>					
Operating	65,978	88,317	206,222	(117,905)	42.83
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	65,978	88,317	206,222	(117,905)	
<b>NET REVENUE OVER EXPENDITURES</b>	(65,978)	51,055	45,420		

**FUND 401**  
**TID 5 Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	342,007	434,681	(92,674)	78.68
Developer Guarantees	-	32,342	24,735	7,607	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	374,350	459,416	(85,067)	
<b>EXPENDITURES</b>					
Operating	725	1,083	379,200	(378,117)	0.29
<b>TOTAL EXPENDITURES</b>	725	1,083	379,200	(378,117)	
<b>NET REVENUE OVER EXPENDITURES</b>	(725)	373,266	80,216		

**FUND 408**  
**TID 6 Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	88,537	117,781	(29,244)	75.17
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	88,537	117,781	(29,244)	
<b>EXPENDITURES</b>					
Transfers Out - Other Funds	-	-	67,630	(67,630)	0.00
Operating	725	1,083	5,240	(4,157)	20.67
<b>TOTAL EXPENDITURES</b>	725	1,083	72,870	(71,787)	
<b>NET REVENUE OVER EXPENDITURES</b>	(725)	87,454	44,911		

**FUND 407****TID 7 Fund**

	5/31/2024	5/31/2024	5/31/2024	5/31/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Increment	-	46,515	57,419	(10,904)	81.01
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	46,515	57,419	(10,904)	
<b>EXPENDITURES</b>					
Interest in Advances	27,469	27,469	154,938	(127,469)	17.73
Operating	725	1,083	1,150	(67)	94.19
<b>TOTAL EXPENDITURES</b>	28,194	28,552	156,088	(127,536)	
<b>NET REVENUE OVER EXPENDITURES</b>	(28,194)	17,963	(98,669)	116,631	

**FUND 418****TID 8 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	150,010	185,177	(35,166)	81.01
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	150,010	185,177	(35,166)	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	57,070	94,152	(37,083)	0.00
Operating	725	18,583	31,150	(12,567)	2.33
<b>TOTAL EXPENDITURES</b>	725	75,653	125,302	(49,650)	
<b>NET REVENUE OVER EXPENDITURES</b>	(725)	74,358	59,875		

**FUND 419****TID 9 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	20,960	25,874	(4,914)	0.00
Interest Revenue	-	8,087	-	8,087	0.00
Proceeds Long Term Debt	-	400,000	-	400,000	0.00
<b>TOTAL REVENUE</b>	-	429,047	25,874	403,174	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	51,750	51,750	103,500	(51,750)	0.00
Operating	788	581,943	27,540	554,403	2113.08
<b>TOTAL EXPENDITURES</b>	52,538	633,693	131,040	502,653	
<b>NET REVENUE OVER EXPENDITURES</b>	(52,538)	(204,646)	(105,166)		



**FUND 410**  
**Equipment Fund**

	5/31/2024	5/31/2024	5/31/2024	5/31/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Levy	-	182,271	225,000	(42,729)	81.01
Grants	-	8,592	5,000	3,592	0.00
Misc.	-	14,079	9,000	5,079	156.43
Transfers In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	204,942	239,000	(34,058)	
<b>EXPENDITURES</b>					
Administration	-	4,100	14,000	(9,900)	0.00
Recreation	-	2,208	5,000	(2,792)	0.00
Police	21,600	25,590	131,624	(106,034)	0.00
Fire	-	1,197	26,500	(25,304)	0.00
Library	-	-	-	-	0.00
DPW	40,252	105,693	101,617	4,076	0.00
<b>TOTAL EXPENDITURES</b>	61,852	138,787	278,741	(139,954)	
<b>NET REVENUE OVER EXPENDITURES</b>	(61,852)	66,155	(39,741)		

**FUND 420**  
**Recycling Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Grant	5,000	5,000	5,000	-	0.00
Fees	12,113	48,461	154,377	(105,916)	31.39
Interest	-	1,947	3,500	(1,553)	55.62
<b>TOTAL REVENUE</b>	17,113	55,407	162,877	(107,470)	
<b>EXPENDITURES</b>					
Operating	12,440	50,613	154,604	(103,991)	32.74
<b>TOTAL EXPENDITURES</b>	12,440	50,613	154,604	(103,991)	
<b>NET REVENUE OVER EXPENDITURES</b>	4,673	4,794	8,273		

**FUND 425**  
**Solid Waste Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Fees	36,339	145,382	428,259	(282,878)	33.95
<b>TOTAL REVENUE</b>	36,339	145,382	428,259	(282,878)	
<b>EXPENDITURES</b>					
Operating	33,986	136,179	432,093	(295,914)	31.52
<b>TOTAL EXPENDITURES</b>	33,986	136,179	432,093	(295,914)	
<b>NET REVENUE OVER EXPENDITURES</b>	2,353	9,202	(3,834)		

**FUND 430****Tourism Fund**

	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	<b>5/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Local Room Tax	1,266	12,908	60,000	(47,092)	21.51
Misc.	-	-	10,000	(10,000)	0.00
<b>TOTAL REVENUE</b>	<b>1,266</b>	<b>12,908</b>	<b>70,000</b>	<b>(57,092)</b>	
<b>EXPENDITURES</b>					
Operating	6,519	16,993	70,000	(53,007)	24.28
<b>TOTAL EXPENDITURES</b>	<b>6,519</b>	<b>16,993</b>	<b>70,000</b>	<b>(53,007)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(5,253)</b>	<b>(4,084)</b>	<b>-</b>		

**FUND 501****Taxi Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	36,454	45,000	(8,546)	0.00
State/Federal Grants	-	41,093	70,000	(28,907)	58.70
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>77,547</b>	<b>115,000</b>	<b>(37,453)</b>	
<b>EXPENDITURES</b>					
Operating	12,733	49,231	212,916	(163,685)	23.12
<b>TOTAL EXPENDITURES</b>	<b>12,733</b>	<b>49,231</b>	<b>212,916</b>	<b>(163,685)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(12,733)</b>	<b>28,316</b>	<b>(97,916)</b>		

**FUND 509****CDBG Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Interest	-	11	20	(9)	54.25
<b>TOTAL REVENUE</b>	<b>-</b>	<b>11</b>	<b>20</b>	<b>(9)</b>	
<b>EXPENDITURES</b>					
Operating	-	6,026	73,000	(66,974)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>6,026</b>	<b>73,000</b>	<b>(66,974)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>(6,015)</b>	<b>(72,980)</b>		

**FUND 700**  
**Stormwater Fund**

	<b>5/31/2024</b> <i>Month Activity</i>	<b>5/31/2024</b> <i>YTD Actual</i>	<b>5/31/2024</b> <i>Budget Amount</i>	<b>5/31/2024</b> <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	50,391	207,153	592,500	(385,347)	34.96
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>50,391</b>	<b>207,153</b>	<b>592,500</b>	<b>(385,347)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	27,435	171,325	-	171,325	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>27,435</b>	<b>171,325</b>	<b>-</b>	<b>171,325</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>22,956</b>	<b>35,828</b>	<b>592,500</b>		

## **Administrative Report for May 2024**

Prepared by K Schlieve, 6/7/24

### **Personnel**

- The staffing study for Fire and Emergency Response discussion at the May 28, 2024 COW identified the following subgroups being formed to advance this work:
  - Special Committee on Public Safety
  - Intergovernmental Committee to work with the townships
  - Facilities and Equipment
- The fire department continues recruitment and is currently recruiting to fill vacancies for six (6) firefighters and (4) EMR positions.
- We have utilized a large portion of police overtime budgets to maintain adequate patrol coverage, with staffing levels being the main driver of the expenditure. While we have moved closer to full staffing levels (currently 15 of 17), we have been operating at roughly 50% of patrol on schedule through the first five months of the year. Keep in mind that it takes close to a year to recruit and train patrol officers given time required in police academy and field training, and all of our new recruits have required that level of training. Overall, the department budget remains in check, however, we are closely monitoring overtime expenditures to budget.
- An employee recognition luncheon was held on May 30 with Waupun Utilities.
- Our renewal request with Dean Health Insurance is pending for 2025. An all staff survey is being submitted to gather input on the city's benefit offerings.

### **FACILITIES:**

- The new community center construction continues to move on schedule. Signage for the building is being designed now and furnishings have been ordered. We are beginning to plan a ribbon cutting event for October. A date and details will be announced in the near future.
- The current senior center, located at 301 E Main St, has been listed for sale based on the approved RFP.

### **COMMUNITY/ECONOMIC DEVELOPMENT:**

- Initial work on the back alleyway parking and design for downtown has begun with staff meeting with utility providers to identify needs. A meeting with property owners will be held later this year to gather input. The plan is for engineering work to occur in 2025 with construction in 2026. This is a TID 3 financed project.
- A group of business owners have met on beautification work in the downtown and are seeking input of a landscape architect to support improvements. This request will be presented to the CDA for input.
- BID and Downtown Promotions will fund a student youth apprentice through WASD to support communication and promotion needs. The individual has been selected and is being onboarded now.
- Revisions to the Food truck alley bid are being finalized and staff are working with local business on fundraising some elements of the plan. This is partially funded by a Vibrant Spaces grant from WEDC. We anticipate completion of the project by the end of July in advance of the Waupun Truck Show.
- Attend a Positive Promoters program hosted by Envision. This is part of a county-wide initiative to increase positive messaging around Fond du Lac County. I will share details at a future meeting.
- Envision and Ignite kicked off their first 90 x 90 work session for small business. The idea is to take 90 minutes and give business leaders tools to focus strategically on the next 90 days of their business. There were four business in attendance for the first session. In

## **Administrative Report for May 2024**

Prepared by K Schlieve, 6/7/24

conversation with other business owners, this program is projected to increase in attendance. The next date is planned for September.

### **Budget/IT/Risk Management:**

- Presented a new debt forecasting tool that will help inform decision making. Over the next several months we will have conversations at COW meetings to review departmental needs and establish priorities for 2025 budget inclusion.